For Office Use Only:
Handled By:_____ Date.:_____

The Hong Kong Institute of Chartered Secretaries

Change of Personal Records

For change of your personal records, please fill in this form in BLOCK LETTERS and return it by post to the HKICS office. Thank you. [For PRC students, please fill in the form in Chinese.]

PERSONAL PARTICULARS

Name: _____(Mr/Ms/Mrs) Student No.: |__|__|__|__|__|__|__|__|

Home Address: _____

_____

Home Tel No.: _____ Mobile No.: _____

E-mail address: _____

EMPLOYMENT PARTICULARS

Job Title: _____

Name of Organisation: _____

Office Address: _____

_____

Telephone No.: _____ Fax No.: _____

Statement on Collection of Personal Data

(i) Your supply of personal data to HKICS is on a voluntary basis.

(ii) The information provided by you to HKICS will be used for administration and management; membership admission, registration maintenance and administration; enforcement of members' compliance of the provisions of the Charter and Byelaws of ICSA and the Articles of Association of HKICS for the time being in force and related matters; communications; assessment of qualifications and experience; examinations; continuing professional development; surveys, analysis, research and development; promotion of the profession, ICSA and HKICS; and marketing and provision of services and benefits and organising activities to members, graduates and students.

(iii) The information provided by you herein may be made available to the related companies or associates, group sister associations, agents, contractors, business associates or service providers of the HKICS or other professional bodies or government bodies or regulators, as may be necessary for any of the above purposes.

(iv) Apart from the purposes stated above, your personal information will not be transferred to any other parties, unless such parties are authorised by law and request the information.

(v) Under the Personal Data (Privacy) Ordinance, you have a right to request access to and correction of your personal data. Such requests may be made in writing to our Data Protection Officer at 3/F, Hong Kong Diamond Exchange Building, 8 Duddell Street, Central, Hong Kong or by email to us at privacyofficer@hkics.org.hk.

I have read and fully understood the above.

Signature: _____ Date: _____