

For Office Use Only:

Exemption ref: \_\_\_\_\_ Batch No.: \_\_\_\_\_

## The Hong Kong Institute of Chartered Secretaries

### Further Exemptions Application Form

(Students are requested to read the important notes on page 2)

#### Personal Details

Please complete in BLOCK CAPITALS

Student No.: |\_|\_|\_|\_|\_|\_|\_|\_|

Name: \_\_\_\_\_ (Mr/Ms/Mrs) Chinese Name: \_\_\_\_\_

Correspondence Address (in English): \_\_\_\_\_

Correspondence Address (in Chinese): \_\_\_\_\_ Postal code: \_\_\_\_\_  
(For students residing in Mainland China)

Email: \_\_\_\_\_ Mobile: \_\_\_\_\_

#### Qualifications (related degree/postgraduate/chartered professional qualifications)

(Original and photocopies of your educational certificates and full transcripts must be submitted for inspection)

Name of Institute	Qualification	Date awarded

#### 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](mailto:privacyofficer@hkics.org.hk).

I certify that the information given above is, to the best of my knowledge, accurate in all respects; I have read and fully understood the above and the important notes for application of further exemption listed on page 2 of this application form.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Important Notes for Application of Further Exemption

Please read carefully the following policy which will be applied to further exemption applications:

1. Please return your completed application form of further exemption and bring together with the original and photocopies of your relevant educational certificates/professional qualifications and make your application in person. All applications will be approved by the Exemption Sub-Committee on monthly basis. You will be notified of the exemption results by the Secretariat within 6 to 8 weeks. The Institute reserves the right to approve the exemptions.
2. For any newly acquired qualifications subsequent to the studentship registration, further exemptions should be claimed within 6 months upon the award of the acquired qualification.
3. All exemptions granted by the Institute are a concession, not an automatic right, and the Institute reserves the right to approve the exemptions.
4. Exemptions will be granted only upon successful completion of a course; exemptions will not be granted in respect of incomplete qualifications.
5. A student who has attempted but failed in an Institute examination paper shall not subsequently awarded exemption for that paper. Collaborative courses students shall be exempted from this Policy.
6. The same qualification will not be used for the purpose of another exemption application.
7. All approved exemptions status will be forfeited if students failing to settle their exemptions fees within the 3-month period from the date of the exemption confirmation notice. Once the exemption status is forfeited, an administration charge on re-application will be applied to students who do not settle their exemption fees as approved within the due date.