

For Office Use Only

Student No.: _____ Batch No.: _____

Exemption No.: _____ Invoice No.: _____

Account Ref. No.: _____

 New Registration Re-Registration Registration date after deadline for June/ December exam (administration charge enclosed)

The Hong Kong Institute of Chartered Secretaries

Student Registration Form

IMPORTANT: Please read the "Important Notes for Applicants" carefully on page 7 before completing this form. Please Complete all sections in BLOCK CAPITALS.

1. Personal DetailsTitle: Mr. Miss Mrs. Ms.

Name in Chinese (if applicable): _____

Surname: _____ Given name: _____

Date of birth(dd/mm/yyyy): _____ Age: _____

HKID / PRC ID No.: _____ Nationality: _____

Gender: Male Female Email (compulsory field): _____

Home Tel. No.: _____ Mobile: _____

Correspondence address (in English):

_____Correspondence address (in Chinese) *required for PRC students*:

**PLEASE AFFIX
RECENT PHOTO
(Photo size
1.5 x 2 inches)**

No Instant Photo

Postal Code: _____

2. Employment Details

Are you currently in full time employment?

Yes (If yes, please complete questions (ii) to (viii) of section 11 on page 4) No

Job Title: _____ Date of Commencement: _____

Name of Company: _____ Tel (office): _____

Office Address: _____

3. Registration statusa. Have you previously registered as a student of HKICS? Yes No

If NO, go to Section 3b.

If YES, please give details below and refer to point 5 of "Re-registration" on page 7 of this form:

First registration date: _____ Student registration No.: _____

Removal date (mm/yyyy): _____

b. Are you currently registered as an AP (联席成员) of HKICS? Yes No

If NO, go to Section 4.

If YES, please provide your AP No. (联席成员编号): _____

4. Educational/Professional Qualifications

(Full details of qualifications must be entered in the appropriate section. Original and photocopies of your relevant education official transcripts and certificates **must** be submitted for inspection and certification.)

Collaborative Course

If you are currently taking one of the following collaborative courses, please "✓" as appropriate:

<input checked="" type="checkbox"/> as appropriate	Name of Qualification / Institution	Year of entry (mm/yyyy)	Expected date of award (mm/yyyy)
<input type="checkbox"/>	Master of Science in Professional Accounting & Corporate Governance (Corporate Governance stream) – City University of Hong Kong		
<input type="checkbox"/>	Master of Science in Corporate Governance and Compliance – Hong Kong Baptist University		
<input type="checkbox"/>	Master of Corporate Governance – The Open University of Hong Kong		
<input type="checkbox"/>	Master of Corporate Governance – The Hong Kong Polytechnic University		

Important Note: Students of the above collaborative courses are required to register with the Institute as Students prior to the completion of their programmes. Please refer to point 6 of "Important Notes for Applicants" on page 7.

Post Secondary Qualification

All post secondary qualifications (including sub-degree, top up degree (note) Bachelor, Master etc.) must be provided.

Name of Institution	Name of Qualification (*please indicate if this is a top up degree)	Major (e.g. Acct, Law, Finance & Management)	Country (e.g. Australia, UK)	Date of Award (mm/yyyy)

Note for top-up degree holders: exemptions would be assessed according to the subjects taken at both the higher diploma (or equivalent) and the top-degree level. Therefore applicants must submit official transcripts and certificates of both the top-up degree and sub-degree programmes for exemption assessment. (e.g. Diploma, Associate degree, Higher Diploma, Professional Diploma, Advanced Diploma etc.)

Professional Qualification/Membership

Name of Professional body	Status (e.g. Graduate, Associate, Fellow)	Channel of obtaining the award (e.g. examination, exemption, conversion)	Country (e.g. Australia, UK)	Date of Award (mm/yyyy)

5. Exemption Application

Please refer to notes 7 to 9 under "Important notes for Applicants" for exemption policies. CCA students are NOT required to complete this part and can apply for exemption upon graduation.

- To apply for exemption assessment with the relevant qualifications (i.e. **Accounting, Finance, Law and Management**) stated above.
- Not to apply exemption

Note: Exemption assessment is not applicable to non-relevant qualification (e.g. History, Music, Engineering, Political Science, Social Science, etc.)

6. Late Studentship Registration Policy on taking correspondence examinations

(This applies to applicants who submit the registration form [1 to 15 February OR 1 to 15 August], and would like to sit for the correspondence examinations.) (Please refer to Note 2 of the Important Notes for applicants.)

- I would like to sit for the forthcoming June / December* (please delete the inappropriate one) examination, and I enclose the administrative charge of \$650 for my application.

7. Payment Method (Please tick as appropriate): *The Registration Fee is non-refundable:

<input type="checkbox"/>	EPS/ Octopus/ UnionPay (In person)
<input type="checkbox"/>	Cheque (Payable to 'HKICS' and submit to HKICS office. Post-dated cheque will NOT be accepted; please mark your '[name]', '[Description]' and '[Student No.]' at the back of the cheque.)
	Bank: _____ Cheque No.: _____
<input type="checkbox"/>	Credit Card (I authorise HKICS to debit the payment from my credit card)
<input type="checkbox"/>	Chartered Secretaries American Express Credit Card
<input type="checkbox"/>	VISA
<input type="checkbox"/>	MasterCard
	Name of Cardholder (in BLOCK letters): _____
	Credit Card No.: _____ Card Expiry date: _____MM_____YY
	Cardholder's signature: _____ Date: _____
	(Must be the same signature as on the credit card)

8. RECOMMENDATION (Re-registered students are NOT required to complete this section)

I recommend _____ for registration as a student of The Hong Kong Institute of Chartered Secretaries. In my opinion, the applicant is a fit and proper person for admission to the examinations of the Institute.	
I have known him/her for: _____	years _____
	months _____
Full Name: _____	Tel (office) : _____
Job Title: _____	Organization : _____
Professional Qualifications(s) : _____	
Signature : _____	Date: _____
(The signatory should preferably be a Member of the HKICS and/or ICSA or the immediate supervisor of the applicant's company, a full member of another professional body or academic of a recognised university or college.)	

9. Personal Data Collection Statement

All information provided in this form is intended to be used by HKICS for administration purposes relating to registration, examinations, ECPDs, research and analysis, functions and activities, members' benefits, events supported by HKICS and other goods or services relevant to our profession.		
Please sign at the end of this statement to indicate your agreement with such usage.		
However, should you find such use of your personal data not acceptable, please indicate your objection by ticking the box below before signing:		
<input type="checkbox"/>	I object to the proposed use of my personal data. I also understand that I will not receive any correspondence from HKICS including important updates and direct marketing.	
Upon approval of your studentship application, you may opt-out at any time in the future from receiving any correspondence from HKICS including important updates and direct marketing by emailing to ask@hkics.org.hk with specific request to 'opt-out' from receiving such.		
_____	_____	_____
Name (in BLOCK LETTERS)	Signature	Date

10. Employment Data

All information provided in this form will be used by the Institute's administration function including the administration of its examinations and accreditation of qualifications. The provision of personal data by means of this form is voluntary. It may be accessible to offices, committees or persons when processing registrations and examination matters.

Please tick as appropriate:

i. How did you hear about HKICS?

- | | |
|---|--|
| <input type="checkbox"/> HKICS Student Ambassadors Programme (year of enrolment_____) | <input type="checkbox"/> IOS Information Session |
| <input type="checkbox"/> HKICS career talks | <input type="checkbox"/> Employer |
| <input type="checkbox"/> Career fairs | <input type="checkbox"/> Colleague |
| <input type="checkbox"/> HKICS website | <input type="checkbox"/> Friend or relative |
| | <input type="checkbox"/> Tutor or lecturer |
| | <input type="checkbox"/> Careers service |
| | <input type="checkbox"/> Jobmarket Advertisement |

If you are currently employed, please complete questions iii to ix.

ii. Please tick the appropriate box to indicate your employing organization: -

- Listed company
- Public Company
- Private company
- Partnership/ Professional Firm
- Self-employed/ Sole Proprietor
- Educational Institution
- Non-profit-making Organisation/ Bodies/ Charity
- Government/Quasi-Government Organisation
- Others

iii. Industry of your employing organization: -

- | | |
|---|---|
| <input type="checkbox"/> Accountancy | <input type="checkbox"/> Logistic and Transportation |
| <input type="checkbox"/> Banking and Finance | <input type="checkbox"/> Management Consultancy |
| <input type="checkbox"/> Civil Service | <input type="checkbox"/> Manufacturing |
| <input type="checkbox"/> Corporate/ Professional Services | <input type="checkbox"/> Marketing and Public Relations |
| <input type="checkbox"/> Education and Training | <input type="checkbox"/> Property |
| <input type="checkbox"/> Engineering | <input type="checkbox"/> Public Utilities |
| <input type="checkbox"/> Hotel, Catering, Conference | <input type="checkbox"/> Public/ Social Services |
| <input type="checkbox"/> Information Technology | <input type="checkbox"/> Research and Development |
| <input type="checkbox"/> Insurance | <input type="checkbox"/> Retail and Distribution |
| <input type="checkbox"/> Investment Holding | <input type="checkbox"/> Sports and Entertainment |
| <input type="checkbox"/> Legal | <input type="checkbox"/> Others |

iv. Hierarchy of your current job position: -

- | | |
|---|---|
| <input type="checkbox"/> Assistant/ Administrator | <input type="checkbox"/> Executive Director |
| <input type="checkbox"/> Assistant Manager/ Supervisor/ Officer | <input type="checkbox"/> General Manager/ Head of Department |
| <input type="checkbox"/> C-classed Executive (e.g. CEO, CFO, COO) | <input type="checkbox"/> Legal Counsel |
| <input type="checkbox"/> Company Secretary | <input type="checkbox"/> Manager |
| <input type="checkbox"/> Deputy/ Assistant/ Executive Secretary | <input type="checkbox"/> Other |
| <input type="checkbox"/> Deputy/ Assistant Director | <input type="checkbox"/> Partner/ Proprietor/ Sole Proprietor |
| <input type="checkbox"/> Director | <input type="checkbox"/> Professor/Lecturer |
| | <input type="checkbox"/> Senior Manager |

v. Total number of employees: -

- | | |
|---------------------------------------|--|
| <input type="checkbox"/> less than 50 | <input type="checkbox"/> 501 – 1,000 |
| <input type="checkbox"/> 51 – 100 | <input type="checkbox"/> 1,001 – 3,000 |
| <input type="checkbox"/> 101 – 250 | <input type="checkbox"/> over 3,000 |
| <input type="checkbox"/> 251 – 500 | |

vi. Financial Turnover of your employing organization: -

- | | |
|---|---|
| <input type="checkbox"/> less than \$1m | <input type="checkbox"/> \$100m – \$250m |
| <input type="checkbox"/> \$1m – \$5m | <input type="checkbox"/> \$250m – \$750m |
| <input type="checkbox"/> \$5m – \$10m | <input type="checkbox"/> \$750m – \$1 billion |
| <input type="checkbox"/> \$10m – \$50m | <input type="checkbox"/> over \$1 billion |
| <input type="checkbox"/> \$50m – \$100m | |

vii. No. of subordinate: -

- | | |
|----------------------------------|-----------------------------------|
| <input type="checkbox"/> under 6 | <input type="checkbox"/> 26-50 |
| <input type="checkbox"/> 6-10 | <input type="checkbox"/> 51-100 |
| <input type="checkbox"/> 11-25 | <input type="checkbox"/> over 100 |

viii. Main areas of activity of your current job (You can tick 4 options at maximum)

- | | |
|---|---|
| <input type="checkbox"/> Accountancy and Auditing | <input type="checkbox"/> Legal |
| <input type="checkbox"/> Company secretarial | <input type="checkbox"/> Manufacturing |
| <input type="checkbox"/> Corporate planning and Compliance | <input type="checkbox"/> Marketing and Public Relations |
| <input type="checkbox"/> Data/ System Management | <input type="checkbox"/> Office Administration |
| <input type="checkbox"/> Education Administration/ Teaching/ Training | <input type="checkbox"/> Others |
| <input type="checkbox"/> Financial Management and Control | <input type="checkbox"/> Personnel/ Human Resources |
| <input type="checkbox"/> General Management | <input type="checkbox"/> Taxation |
| | <input type="checkbox"/> Trust/ Trust Administration |

11. 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.

12. Declaration

I apply for registration as a student of The Hong Kong Institute of Chartered Secretaries and undertake to comply with the regulations relating to students of the Institute. I certify that the information given here is to the best of my knowledge, accurate in all respect.

I have read and fully understood the above, the important notes for applicants and disclaimer of this student registration form.

Applicant Name (in BLOCK LETTERS)

Signature and Date

For Office Use Only:

Input by: _____

Date: _____

Verified by: _____

Date: _____

Disclaimer

Membership of ICSA, as referred to in this document, is conditional upon agreement and contractual relations between HKICS and ICSA. Such agreement and contracts are subject to change and/or termination by either party and therefore, notwithstanding anything to the contrary in this document, HKICS cannot provide any assurance that membership of HKICS will lead to automatic membership to the ICSA or can HKICS be held responsible if membership of ICSA is not granted even following completion of the International Qualifying Examination and/or qualifying procedures being met.

Checklist for Applicants

Incomplete applications will not be accepted. Before submitting your application, you **MUST** ensure that all documents are in order. The following checklist should be completed and submitted with your application form:

	Please tick the appropriate box	✓
1.	Completed Application form	
2.	Provide an email address and contact number on page 1 of the application form	
3.	The recommendation to be completed by a member of HKICS/ICSA, the Company Secretary or your immediate supervisor in your organization, a full member of another professional body or academic of a recognized university or college. (Re-registered students are not required to complete this section)	
4.	Original and photocopies of all your relevant official transcripts and educational/professional certificates in support of your application	
5.	One recent passport-sized photo (1.5 x 2 inches) with your full name clearly written on the reverse (for making HKICS student card). Instant photo is not accepted.	
6	Payment for non-refundable registration fees (New Registration Fee: HK\$1,250; Re-registration Fee: HK\$1,450)	
7	A copy of the applicant's HK Identity Card/PRC Identity Card	

Registration by Post

Registration by post will only be accepted if a copy of the applicant's HK Identity Card/PRC Identity card is enclosed. Copies of documents enclosed **MUST** be certified by any one of the following persons:

1. Associate or Fellow of HKICS/ICSA
2. Government District Officer (through statutory declaration)
3. Hong Kong legal practitioners
4. Practicing CPAs

The completed form should be sent with certified true copies of all supporting documents and appropriate fees to:

The Hong Kong Institute of Chartered Secretaries
3/F, Hong Kong Diamond Exchange Building
8 Duddell Street
Central
Hong Kong

HKICS Secretariat Office hours:

Monday – Friday: 9am – 6pm
Saturday: 9am – 1pm

Important Notes for applicants

1. Entry Requirements:

Every applicant for registration must provide evidence acceptable to the Institute that he/she: has obtained qualifications of either a recognised degree or a recognised professional qualification.

Every applicant for registration must be recommended as fit and proper for admission to the Institute by a member of the HKICS and/or ICSA; the immediate supervisor of the applicant's company; a full member of another professional body; academic of a recognised university or college.

The decision of the Institute on all applications shall be final.

2. Deadlines for student registration

Applications can be submitted at anytime. However, if the applicant wishes to sit for upcoming examinations, the following dates must be observed:

- 31st January for applicants wishing to sit for the following June examinations; or
- 31st July for applicants wishing to sit for the following December examinations

An administrative charge of HK\$650 will be applied on studentship registration submitted within the following specific periods stated below for taking corresponding examinations in June and December:

Studentship registration	Examination diet
1 to 15 February	June examination
1 to 15 August	December examination

3. Student's status

Registering as a student confers no rights of membership or voting rights. You will be described as a **Registered Student** of the Institute, but not as a student member. There are no designatory letters for registered students of the Institute.

4. Supporting document for student registration application

i) Registration IN PERSON

All applications MUST have supporting documentary evidence of academic achievements. If applicants submit the registration form IN PERSON, original and photocopies of all relevant official transcripts and educational/professional certificates in support of your application must be submitted for inspection and verification by the Institute.

ii) Registration BY POST

This will also be accepted only if a copy of the applicant's HK Identity Card/PRC Identity Card is enclosed. Copies of documents enclosed MUST be certified by any one of the following persons:

- Associate or Fellow members of HKICS/ICSA
- Government District Officer (through statutory declaration)
- Hong Kong legal practitioners
- Practicing CPAs

5. Re-registration

A student whose registration was removed or withdrawn may apply for reinstatement of their original registration or new registration as a new student. The Institute may, in its absolute discretion and without assigning any reason therefor, approve or decline such application.

Re-instatement of a student's original registration and all his/her examination results and approved exemptions at the time of the student's removal/ withdrawal shall normally be granted.

Applications for new registration from students whose de-registration period is more than 3 years shall normally be granted. But students' past examination results and previously approved exemptions will not be reinstated in such circumstances.

6. Rules and regulations applicable to collaborative course students

All CCA students are required to register (or re-register) with HKICS as students within a period of 3 months after they enrolled in the programmes. The Institute reserves the right to decline their studentship registration application if they fail to meet with the required deadline. CCA students who do not register with the Institute as students within the designated period (i.e. 3 months after they have enrolled into the programmes) are subject to a penalty of HK\$450 per month if they want to register with the Institute during the course of study.

CCA students **MUST** maintain your studentship with the Institute during your course of study (with a minimum period of 1.5 years) for your applications of full exemptions.

7. Exemption Application

Students should apply for exemptions based on the relevant qualifications (i.e. Accounting, Finance, Law and Management) submitted at the time of registration. **For top-up degree holders**, exemptions would be assessed according to the subjects taken at both the higher diploma (or equivalent) and the top-degree level. Therefore applicants must submit official transcripts of both the top-up degree and sub-degree programmes for exemption assessment. (e.g. Diploma, Associate degree, Professional Diploma, Advanced Diploma etc.)

8. Further Exemption Application

For any new qualifications acquired subsequent to the studentship registration, students can apply for further exemptions. This application should be made within a period of 6 months upon the award conferred date of acquired qualification(s). Students can download the Further Exemptions Form (EE013) at the Institute's website.

9. IQS Exemption Policy

The Institute maintains an international standard exemption policy. Holders of a recognised university degree and professional qualifications are entitled to apply for exemption from some subjects of the Institute's examinations. The following policy shall apply to exemption applications:

- a. Students are required to apply exemptions immediately upon studentship registration. For any newly acquired qualifications subsequent to the studentship registration, further exemptions should be applied within a 6-month period upon the award of the acquired qualification. Any late submission is subject to a late charge by the Institute.
- b. Maximum exemptions of up to 4 subjects from both Professional Programme Part I and II will be granted to holders of relevant bachelor degrees, post-graduate diplomas, master degrees or professional qualifications (e.g. Accounting, Finance, Law or Management) from recognized universities or professional bodies.
- c. All exemptions granted by the Institute are a concession, not an automatic right, and the Institute reserves the right to withdraw or amend the exemption policy without prior notice.
- d. Exemptions will be granted only upon successful completion of a course; exemptions will not be granted in respect of incomplete qualifications.
- e. A student who has attempted but failed in an Institute examination paper shall not subsequently apply for exemption for that paper. (Note: This shall not apply to the students of the four collaborative courses with the Hong Kong Polytechnic University, City University of Hong Kong, Hong Kong Baptist University and the Open University of Hong Kong) (Approved by Education Committee on 1 June 2007)
- f. Unless further and better information is provided, the same qualification will not be used for the purpose of another exemption application.
- g. Exemption Appeal
 - The review of exemption application is based on the information submitted by students and data available. The Institute will consider and assess whether the standard of a qualification is of an equivalent level to the Institute qualifying scheme.
 - Students who applied for an exemption but are not satisfied with the result may appeal.
 - Students should complete an Exemption Appeal Form and submit it with further and better supporting documents to support their claims.
 - First level Exemption Appeal

An applicant not satisfied with the decision may within two months from the date of the notification issued, appeal against the decision.

- Second Level Exemption Appeal

If the applicant concerned is still not satisfied with the decision of the Exemption Sub-Committee, he/she may make a second appeal and submit it in writing to the Secretariat with any supporting documents he/she deemed appropriate. The second appeal must be made within one month from the date of the letter issued to the student concerned regarding the decision of the Exemption Sub-Committee.

- h. Students must provide **originals and certified true copies of transcripts, certificates, and diplomas concerned with their exemption applications**. Copies must be certified from originals by Institute staff or an official of a Government District Office. Students may be required to request the institutions from which they obtain the qualifications to send information direct to the Institute for assessment. Applications without supporting documents WILL NOT be considered. The appeal application form (EE004) can be downloaded from the Institute's website.
- i. All approved exemptions status will be forfeited if students fail to settle their exemptions fees within a 3-month period from the date of the exemption confirmation notice. Once the exemption status is forfeited, students should submit their academic qualifications to the Secretariat again as well as pay their exemption status.
- j. An administration charge on re-application will be applied to students who do not settle their exemption fees as approved within the due date.
- k. The Institute reserves the right to final approve all exemption applications.

WHAT HAPPENS AFTER SUBMITTING REGISTRATION APPLICATION?

10. Acknowledgement of student registration and exemption

The Institute will issue an official payment receipt, a registration confirmation letter, notice to new students and student card within one month from the date of submission of their completed applications.

Students will receive regular correspondences from the Institute via post, SMS or e-mail, e.g. E-update, eCSj.

For students who apply for exemption at the time of registration, they will be notified of their exemption results within two months. All approved exemptions will be forfeited if students fail to settle their exemptions fees within a 3-month period from the date of the exemption confirmation notice. Once the exemption status is forfeited, students should submit their academic qualifications to the Secretariat again for exemption re-application with an administration charge.

11. Correspondence Address

All correspondences will be sent to applicant's home address, SMS and email.

12. Login Password

In order to have better communication with students, the Institute will assign a login password to registered students. Using the login password, students will be able to update their personal details, download the full version of the Student Handbook and check whether the information on the Institute's database is correct. But the real benefit to students will be the proprietary information that will be provided in the student only area. The Institute will keep you informed on developments in this area.

Students will be notified of their login password BY POST within one month from the submission date of registration. In order to enter this area you will need to login with an 'ID No.' and 'password' at the Institute's website: www.hkics.org.hk.

13. Examinations

Registered students are required to enter at least one examination diet within the first two years of registration.

Students are required to compete the examinations within a period of SIX YEARS from the date of first registration. Extensions must be applied in writing before the studentship expires and may be granted on a case-by-case basis.

The examinations are held twice a year in June and December. The actual dates of the examinations are published on the Institute's website and monthly journal. There is no restriction on the number of examinations you can sit per sitting as long as there is no timetable clash. Students who wish to enter for the examinations are required to download the examination entry form on the Institute's website at www.hkics.org.hk and submit to the Institute before examination entry deadline (i.e. last working day of March for June exam and last working day of September for December exam.).

14. HKU SPACE IQS examinations preparatory courses

The Institute has endorsed HKU SPACE to organize the IQS examination preparatory courses. These courses aim at assisting students for the IQS examinations preparation. The following subjects will be offered: Hong Kong Financial Accounting; Hong Kong Corporate Law; Hong Kong Taxation; Strategic and Operations Management; Corporate Governance; Corporate Administration; Corporate Secretaryship and Corporate Financial Management. One assignment and one take home mock examination are designed for students in tackling examination. Each subject is of 36 contact hours except Hong Kong Corporate Law, which is 45 hours.

For details of the IQS Examinations Preparatory Courses, please contact:

Enquiries: 2867 8317

Email: hkics@hkuspace.hku.hk

15. Study Materials

- a. Study Pack: Hong Kong Corporate Law, Corporate Administration, Corporate Secretaryship and Corporate Governance
- b. ICSA Study Text: Strategic & Operations Management

Study Materials are available for purchase at the Institute. Students can download the application forms at the Institute's Website.

16. Monthly Official Journal (CSj)

All newly registered students will receive the monthly official journal of The Hong Kong Institute of Chartered Secretaries, CSj. From 1 August 2016, all the monthly journals will be sent in digital format to student's email address stated on this registration form.

17. Fee Structure for Students (until 30 June 2018)

Student new registration fee	HK\$1,250
Student re-registration fee	HK\$1,450
Late Studentship Registration fee (please refer to note 2 on page 7)	HK\$650
Student renewal fee*	HK\$780
Examination subject fee	HK\$1,100 per subject
Exemption subject fee	HK\$1,100 per subject
Examination postponement fee	HK\$850 per subject
Exemption Re-application Administration Charge	HK\$700 per application
Transcript application fee	HK\$200 per copy

* Student renewal fees are due each year on the anniversary of the date of registration.

NOTE: The Institute reserves the right to adjust all fees of students without prior notice.

18. General Enquiry

The Hong Kong Institute of Chartered Secretaries 香港特許秘書公會

3F, Hong Kong Diamond Exchange Building

8 Duddell Street

Central

Hong Kong

Tel: 2881 6177

Fax: 2881 5050

Email: student@hkics.org.hk

Website: www.hkics.org.hk

HKICS Secretariat Office hours:

Monday – Friday: 9am – 6pm

Saturday: 9am – 1pm