

## The Hong Kong Institute of Chartered Secretaries Order Form for Study Material

**Personal Details**

 Please complete in **BLOCK CAPITALS**

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

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

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

Ref no.	Study Text	Unit Price (HK\$)	Quantity
STQ11J	Strategic & Operations Management	\$800	
CourierChg	Courier Charge	\$80	
		<b>Total</b>	

**Delivery**

Students will receive the study material at the designated address as follows:

 Address \_\_\_\_\_

 Collect in person

**Payment Method (Please tick as appropriate):** (Payments are non-refundable)

 EPS/ UnionPay (In person)

 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.: \_\_\_\_\_

 Credit Card (I authorise HKICS to debit the payment from my credit card)

 Chartered Secretaries American Express Credit Card       VISA       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)

**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 have read and fully understood the above.

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

**For Office Use Only:**

Receipt date: \_\_\_\_\_ Invoice no: \_\_\_\_\_ Account Reference no: \_\_\_\_\_

Delivery date: \_\_\_\_\_ Handled By: \_\_\_\_\_