

For Office Use Only:Exemption ref: _____ Batch no.: _____
Invoice no.: _____ Account Ref. no.: _____

The Hong Kong Institute of Chartered Secretaries

Exemption Re-application Form

Note: This form is applicable to students whose previous exemptions were forfeited due to non-payment of exemption fees.

Personal DetailsPlease 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: _____

Information on previously granted exemption

Name of subjects	Confirmation date

Qualifications (degree/postgraduate/chartered professional qualifications)

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

Name of Institute	Qualification (please state if this is a top-up degree)	Date awarded

Payment Method (Please tick as appropriate):Exemption administration charge is **\$700** for exemption re-application. 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.

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

Signature: _____ Date: _____

Important Note for Exemption Re-application

Exemption re-applicants are required to pay additional administrative charges for *subsequent* exemption re-applications.

The charges are listed as follows:

<u>Exemption re-applications</u>	<u>Additional administrative charge</u>
1st time	Exemption re-application fee: HK\$700
2nd time	Exemption re-application fee: HK\$700 <u>Exemption fee: 1.5 times</u>
3rd time	Exemption re-application: HK\$700 <u>Exemption fee: 2 times</u>
4th time	Exemption re-application: HK\$700 <u>Exemption fee: 3 times</u>

All approved exemptions status will be forfeited if students fail to settle their exemptions fees within the 3-month period from the date of the exemption confirmation notice. Validity of approved exemption is two years which students are allowed to apply for exemption re-application.