

THE HONG KONG INSTITUTE OF CHARTERED SECRETARIES
ORDER FORM FOR STUDY PACKS (PRC STUDENT ONLY)



Personal Details

Please complete in **BLOCK CAPITALS**

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

Name: _____ (Mr/Ms/Mrs) Chinese Name: _____

Email: _____ Mobile: _____

Each student is eligible to order only **ONE** study pack for each subject.

Ref no.	Study Pack	Courier charge
		Study Pack: HK\$470; Courier charge: HK\$150
SP12M2015	Hong Kong Corporate Law (HKCL)	<input type="checkbox"/> HK\$620 (\$150+\$470)
SP19M2015	Corporate Secretaryship (CS)	<input type="checkbox"/> HK\$620 (\$150+\$470)
SP10M2015 SP17M2015	Corporate Governance (CG) Corporate Administration (CA) (OUT OF STOCK)	
Total:		

Delivery detail (Mandatory field)

Delivery address (will be within 10 working days upon confirmation of payment):
 Mainland Delivery Address (in Chinese, including postal code)

Payment Method (Please tick as appropriate): *The study pack order fee is non-refundable

- EPS/ Octopus/ 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 have read and fully understood the above and the important notes for order of study pack listed on page 2 of this application form.

Signature: _____ Date: _____

For Office Use Only	
Receipt date: _____	Invoice no: _____
Account Ref. No: _____	Handle By: _____

Important Note for Order of Study Pack

1. The print version of the Study Packs will continue to be available for purchase while stock lasts.
2. Students must order the study pack directly from HKICS. Payment through **EPS, Octopus** and **UnionPay** must be made **in person** at HKICS Office.
3. **NO CHANGE** of the collection mode and **NO REFUND** can be made after the order form is submitted.