

THE HONG KONG INSTITUTE OF CHARTERED SECRETARIES
ORDER FORM FOR STUDY PACKS



Personal Details

Please complete in **BLOCK CAPITALS**

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

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

Email: _____ Mobile: _____

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

Ref no.	Study Pack	Collection Mode	
		In person	By courier <u>Courier charge</u> - HK\$80: business area <i>(Note 1)</i> - HK\$350: all other areas
SP12M2015	Hong Kong Corporate Law (HKCL)	<input type="checkbox"/> HK\$470	Please select one and fill in the details in Option 1 <input type="checkbox"/> HK\$550 (\$80+\$470) <input type="checkbox"/> HK\$820 (\$350+\$470)
SP19M2015	Corporate Secretaryship (CS)	<input type="checkbox"/> HK\$470	Please select one and fill in the details in Option 1 <input type="checkbox"/> HK\$550 (\$80+\$470) <input type="checkbox"/> HK\$820 (\$350+\$470)
SP10M2015 SP17M2015	Corporate Governance (CG) Corporate Administration (CA) (OUT OF STOCK)		
Total:			

B. Delivery details

By courier	Delivery address (will be within 14 working days upon confirmation of payment):
	Company Name: _____ Attn.: _____
	Address: _____
<p>NOTE: The above delivery details will be passed to Wolters Kluwer HK Ltd for the purpose of study pack delivery only.</p>	

For Office Use Only

Receipt date: _____

Invoice no: _____

Account Ref. No: _____

Handle By: _____

C. 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)

D. 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. **Business area** includes addresses in Sheung Wan, Central, Admiralty, Wan Chai, Causeway Bay, Tin Hau, Fortress Hill, North Point, Quarry Bay, Tai Koo, Sai Wan Ho, Shau Kei Wan, Hang Fa Chuen, Chai Wan and Tsim Sha Tsui areas
4. The delivery details will be passed to Wolters Kluwer HK Ltd for the purpose of study pack delivery only.

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.

Signature: _____

Date: _____