

For Office Use Only:

Exemption ref: _____ Batch No.: _____

The Hong Kong Institute of Chartered Secretaries

Studentship Extension Application Form

Note: Studentship extension application applies to students who have registered for six years but has not completed the IQS examinations.

Personal Details

Please 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: _____

First registration date : _____ (dd-mm-yyyy)

Did you apply for studentship extension previously? (Note: Please put a ✓ in the appropriate box)

Yes (extended until : _____) No

Number of subjects to complete under IQS : _____

Last examination taken : _____ (mm/yyyy)

Reasons for extension

All application must be substantiated by supporting documents as appropriate such as letter from employers or medical certificate.

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 have read and fully understood the above and the important notes for application of studentship extension listed on page 2 of this application form.

Signature: _____ Date: _____

Important Notes for studentship extension

Please read carefully the following policy which will be applied to studentship extension applications:

1. Please return your completed application form of studentship extension together with **the originals of the supporting documents (e.g. medical certificate)** and all application must be **substantiated**, e.g. **letter from employer(s) or medical certificate** to make your application. All applications will be approved by the Exemption Sub-Committee on a regular basis. You will be notified of the extension results by the Secretariat within 4 weeks. The Institute reserves the right to approve the studentship extension.
2. Students are required to apply for extension 2 months before studentship expiry.
3. Studentship extension granted by the Institute are a concession, not an automatic right, and the Institute reserves the right to approve the studentship extension.