



**THE HONG KONG INSTITUTE OF CHARTERED SECRETARIES
ASSOCIATE APPLICATION – SUPPLEMENTARY FORM**

This form should be completed by an applicant's direct supervisor or head of personnel department. Your information provided below is important for our better assessment on the application. Please specify the percentage of time allocated to each job duty of the applicant. The relevant job duties will be counted on a pro rata basis in relation to the position held by the applicant.

APPLICANT'S PARTICULARS

Name of Applicant: _____

Position(s): _____

Name of Organisation: _____

Employment period: From _____ (dd/mm/yyyy) to _____ (dd/mm/yyyy)

Allocation of job duties as follows:

	%		%
Administration and Planning		Education	
Office	_____	Teaching	_____
Personnel	_____	Level of education: Primary/ Secondary/	
Production planning and administration	_____	Tertiary	
Data/ system management	_____	Subject: _____	_____
Others (please specify)	_____	Curriculum planning/ Course development	
_____		Level of education: Primary/ Secondary/	
Company Secretarial, Legal, Government		Tertiary	
Co Secretaryship		Subject: _____	_____
Legal work	_____	Others (please specify)	
Government records handling	_____	_____	
Trust work	_____	Private Secretaryship	_____
Public service and administration	_____	Typing, shorthand and general Secretaryship	_____
Others (please specify)	_____	Others (please specify)	
_____		_____	
Finance, Banking, Shipping		Sales and Marketing	_____
Accounting		Sales/ marketing planning and	_____
Auditing	_____	administration	_____
Finance and credit analysis	_____	Direct selling / marketing	
Fund management	_____	Others (please specify)	
Bill administration	_____	_____	_____
Bank operations	_____	Technical	_____
Others (please specify)	_____	Engineering/ Technical services	
_____		Others (please specify)	

		Others (please specify)	

Total: 100%

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.

CERTIFICATION OF REFEREE

I hereby certify the job duties of the Applicant, and I have read, understood and agreed to the above.

Name of Referee: _____

Job title: _____

Tel no (office/mobile): _____

Email: _____

Signature of Referee: _____

Date: _____

SIGNATURE OF APPLICANT

I have read, understood and agreed to the above.

Name of Applicant: _____

Membership/ Graduate Number: _____

Signature of Applicant: _____

Date of Application: _____