



**CHARTERED  
SECRETARIES**  
特許秘書

**THE HONG KONG INSTITUTE OF CHARTERED SECRETARIES  
PERSONAL DATA REQUEST FORM**

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**PERSONAL PARTICULARS**

Name: (Mr/Mrs/Ms) \_\_\_\_\_ Membership/Graduate No: \_\_\_\_\_

Telephone No: (office/home) \_\_\_\_\_ (mobile) \_\_\_\_\_

Correspondence Address: \_\_\_\_\_  
\_\_\_\_\_

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**To: The Hong Kong Institute of Chartered Secretaries (HKICS)**

Please provide the below further information for identity verification:-

HKID/Passport No (first 4 digits): \_\_\_\_\_

Date of birth: \_\_\_\_\_

Email: \_\_\_\_\_

I would like to obtain my following personal data kept at the HKICS:- (Please insert a "✓" as appropriate.)

- |   |  |
|---|--|
| <input type="checkbox"/> my membership/graduate number  | <input type="checkbox"/> my website login password |
| <input type="checkbox"/> my mobile no.                  | <input type="checkbox"/> my office telephone no.   |
| <input type="checkbox"/> my residential phone no.       |  |
| <input type="checkbox"/> my email address               | <input type="checkbox"/> my correspondence address |
| <input type="checkbox"/> Others (please specify): _____ |  |

Please provide the requested personal data to me via:- (Please insert a "✓" as appropriate.)

- by email to my correspondence email address
- by post to the above correspondence address

## Statement on Collection of Personal Data

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- (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](mailto:privacyofficer@hkics.org.hk).

By my signature below,

1. I declare that the information contained in this application is true and correct.
2. I have read, understood and agreed to the above.

Name of Applicant: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_

Membership/Graduate No: \_\_\_\_\_ Date of Application: \_\_\_\_\_

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### FOR OFFICE USE ONLY

Resignation date: \_\_\_\_\_ Handled on \_\_\_\_\_ by \_\_\_\_\_

Notification email sent on: \_\_\_\_\_ Confirmation letter sent on: \_\_\_\_\_