



CHARTERED
SECRETARIES
特許秘書

THE HONG KONG INSTITUTE OF CHARTERED SECRETARIES
PERSONAL DATA REQUEST FORM

PERSONAL PARTICULARS

Name: (Mr/Mrs/Ms) _____ Membership/Graduate No: _____

Telephone No: (office/home) _____ (mobile) _____

Correspondence address: _____

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

Please provide the below information for identity verification:

Name: _____ (Mr/Mrs/Ms)

Membership/Graduate No: _____

HKID/Passport No (first 4 digits): _____

Mobile: _____

Email: _____

I would like to obtain (Please insert a "✓" as appropriate.)

- my membership/graduate no
- my email/mobile/phone/address which kept in HKICS record (please delete inappropriate)
- Others (please specify): _____

Please provide the requested information by the following method: (Please insert a "✓" as appropriate.)

- by email
- by post to _____
- _____

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 Royal Charter and Bye-laws 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.

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: _____

FOR OFFICE USE ONLY

Resignation date: _____ Handled on _____ by _____

Notification email sent on: _____ Confirmation letter sent on: _____

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