

**The Hong Kong Institute of Chartered Secretaries
Mentorship Programme 2018**

Mentor Application Form

Section I. Personal details

Full name: _____ Membership number: _____
 Contact number: _____ Email: _____
 Job Title: _____
 Name of Organisation: _____
 Office Address: _____

Section II. Employment details, please tick as appropriate:

1. Years of working experience:

- Less than 10 years 11 to 15 years 16 to 20 years
 21 to 25 years over 25 years Please specify: _____

2. Please tick the appropriate box to indicate your employing organisation:

- Listed company Partnership/ Professional Firm Non-profit-making Organisation/ Body / Charity
 Public Company Self-employed/ Sole Proprietor Government/ Quasi-Government Organisation
 Private company Educational Institution Others: _____

3. Industry of your employing organisation:

- Accountancy Insurance Property
 Banking and Finance Investment Holding Public Utilities
 Civil Service Legal Public/ Social Services
 Corporate/ Professional Services Logistic and Transportation Research and Development
 Education and Training Management Consultancy Retail and Distribution
 Engineering Manufacturing Sports and Entertainment
 Hotel, Catering, Conference Marketing and Public Relations Others: _____
 Information Technology

4. Main areas of activity of your current job (You can tick three options at maximum):

- Accountancy and Auditing Manufacturing
 Company secretarial Marketing and Public Relations
 Corporate planning and Compliance Office Administration
 Data/ System Management Personnel/ Human Resources
 Education Administration/ Teaching/ Training Taxation
 Financial Management and Control Trust/ Trust Administration
 General Management Others: _____
 Legal

Section III. For mentor - additional information

1. My aims to join the mentorship programme are:
(Please rate your importance for each item by:
1 = Very Important; 2 = Moderately Important; and 3 = Not Important)

<input type="checkbox"/>	Share knowledge and act as an experienced and trusted counsellor
<input type="checkbox"/>	Give advice on improving performance or aiding career development
<input type="checkbox"/>	Offer professional knowledge for further improvement
<input type="checkbox"/>	Networking opportunities among other senior members acting as mentors
<input type="checkbox"/>	Interact with the younger generation to keep abreast of young workforce's generational developments
<input type="checkbox"/>	Others (please specify: _____)

2. My contribution to this programme (maximum of three) includes:

3. Any preferred attributes or profile of mentee(s) (e.g. industry, academic background, etc.)?

Statement on Collection of Personal Data

1. Your supply of personal data to HKICS is on a voluntary basis.
2. 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.
3. 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.
4. 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.
5. 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 3rd Floor, Hong Kong Diamond Exchange Building, 8 Duddell Street, Central, Hong Kong or by email to us at privacyofficer@hkics.org.hk.

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Undertaking Pledge

To be completed by mentor

Please tick the appropriate box below.

- I have read, understood and agreed to the Statement on Collection of Personal Data set out in Page 2 of the Mentor Application Form.
- I accept to be a mentor of the Chartered Secretary Mentorship Programme 2018 upon successful matching:
- I undertake to observe the terms of the mentorship programme set out in the Mentorship Programme Guide; and
 - I hereby authorise HKICS to release my particulars stated on this Mentor Application Form to my mentee(s) for their reference in the Mentorship Programme 2018.

I acknowledge and agree that my personal data provided in this Mentor Application Form will be used by HKICS for administration purposes relating to this mentorship programme and other activities supported by HKICS or relevant to the Chartered Secretary profession. I also note that at any time in the future, I may opt-out from the receipt of marketing/promotional materials from HKICS by emailing to unsubscribe@hkics.org.hk with such specific request.

Name of mentor : _____

Signature : _____

Date : _____

Note:

Please complete and return the Mentor Application Form together with the Mentor/Mentee Undertaking Pledge to HKICS at 3rd Floor, Hong Kong Diamond Exchange Building, 8 Duddell Street, Central, Hong Kong or by email to member@hkics.org.hk **on or before Friday, 27 October 2017.**

IMPORTANT NOTES

The Hong Kong Institute of Chartered Secretaries (HKICS) offers the Mentorship Programme for the benefits and best interests of members, graduates and registered students. While best and every effort will be exercised to find a mentoring match for each member/graduate/registered student based on his/her information provided at the time of application, successful matching is not guaranteed due to the uneven number and diversity of applicants.

DISCLAIMER

The Hong Kong Institute of Chartered Secretaries (HKICS), its Directors and Officers, Mentors as well as volunteers in the Mentorship Programme shall not be liable for all claims, suits and actions of every name, kind and description brought for, or on account of, any loss, personal injuries, or property damage that a mentee might suffer during the participation in any activity within the Mentorship Programme. HKICS does not accept any liability for errors and omission for information contained in this application form.