

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

Mentee Application Form

Section I. Personal details

Full name: _____ Membership/Graduate/
Student number: _____

Contact number: _____ Email: _____

Job Title: _____

Name of Organisation: _____

Office Address: _____

Section II. Employment details, please tick as appropriate:

1. Did you join the Chartered Secretary Mentorship Programme previously?

- Yes, please specify the programme year(s): _____ No

2. Years of working experience:

- Less than 5 years 5 to 10 years Others, please specify: _____

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

- | | | |
|--|---|---|
| <input type="checkbox"/> Listed company | <input type="checkbox"/> Partnership/ Professional Firm | <input type="checkbox"/> Non-profit-making Organisation/ Body / Charity |
| <input type="checkbox"/> Public Company | <input type="checkbox"/> Self-employed/ Sole Proprietor | <input type="checkbox"/> Government/ Quasi-Government Organisation |
| <input type="checkbox"/> Private company | <input type="checkbox"/> Educational Institution | <input type="checkbox"/> Others: _____ |

3. Industry of your employing organisation:

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

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

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

Section III. For mentee - 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"/>	Networking opportunities among other mentors and mentees
<input type="checkbox"/>	Interact with and learn from experienced members
<input type="checkbox"/>	Enhance and improve professional knowledge, leadership, and organisational, communication and interpersonal skills
<input type="checkbox"/>	Enhance career planning
<input type="checkbox"/>	Develop practical skills by learning from a mentor's successes and challenges
<input type="checkbox"/>	Others (please specify: _____)

2. My career goals in the next three years are:

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

4. The benefits gained from this programme (maximum of three) include:

5. HKICS events that I have joined in the last two years are (maximum of five):

6. Any preferred attributes or profile of mentor (e.g. industry, academic background, etc.)?

The Hong Kong Institute of Chartered Secretaries Mentorship Programme 2018

Undertaking Pledge

To be completed by mentee

Please tick the appropriate box below.

- I have read, understood and agreed to the Statement on Collection of Personal Data set out in the page overleaf.
- I accept to be a mentee of the Chartered Secretary Mentorship Programme 2018 upon successful matching:
- a. I undertake to observe the terms of the mentorship programme set out in the Mentorship Programme Guide; and
 - b. I hereby authorise HKICS to release my particulars stated on this Mentee Application Form to
 - my mentor for his/her reference in the Mentorship Programme 2018; and
 - other mentees of 2017 and 2018.

I acknowledge and agree that my personal data provided in this Mentee 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 mentee : _____

Signature : _____

Date : _____

Note:

Please complete and return the Mentee 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.

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.