

The Hong Kong Institute of Chartered Secretaries  
Enhanced Continuing Professional Development (ECPD) Training  
Seminar Enrolment Form (Corporate Package)



Seminar Title: \_\_\_\_\_

Seminar Date: \_\_\_\_\_ Time: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Job Title: \_\_\_\_\_

Email Address: \_\_\_\_\_ Tel No.: \_\_\_\_\_

No.	Membership No.	Full Name of Participant(s) (Mr/Ms/Mrs)	Job Title	Mobile No.	Email Address
1					
2					
3					
4					
5					

<p><b>*Notes:</b> 1. For seminar duration of 1.5/ 2 hours, 1 unit of Corporate Package will be deducted. 2. For seminar duration of 2.5/ 3 hours, 2 units of Corporate Package will be deducted.</p>	<p>Total no. of package unit(s)* to be deducted:</p>	
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**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 ICOSA 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, ICOSA 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).

**Terms & Conditions**

- (i) All applications are on a first-come, first-served basis. Enrolment will only be processed upon receipt of full payment. Priority of enrolment will be given to HKICS Fellow, Associate and Graduate. **Seat guarantee will only be given to HKICS Fellows and/or Practitioner's Endorsement (PE) holders if registered 10 clear working days with payment prior to the date of the event.**
- (ii) The signature of authorised person together with company chop on this application form must match the record with the Institute. Otherwise, enrolment will be rejected without further notice.
- (iii) **NO REFUND/CANCELLATION/ALTERNATION will be entertained after the application is processed.**
- (iv) The Institute reserves the right to change the listed presenter(s), date, time and venue if necessary. Any change of date, time and venue will be notified by email/sms. Please visit [www.hkics.org.hk](http://www.hkics.org.hk) for latest seminar information.
- (v) When attending seminar, attendees should make sure that their attendance at the entire seminar is noted by signing in and signing out of the seminar. No ECPD hour will be awarded without signing in/out record.
- (vi) There may be photography, filming and sound recording at the Institute events. By participating in this Institute event, you consent to be photographed, filmed or sound recorded, and consent to your images and sounds (which may include your identifiable images and sounds) being used by the Institute in the future promotional materials. If you do not agree that your identifiable images and sounds which may have taken at this event be used, please contact Institute so that necessary arrangements may be made.
- (vii) **ECPD hours will be deducted for late arrival or early departure of the seminar.** According to the **CPD Policy** (Appendix 2, clause 1.8), 0.5 ECPD hour will be deducted for late arrival or early departure over 10 minutes to 30 minutes. 1 ECPD hour will be deducted for late arrival or early departure over 30 minutes to 60 minutes. NO ECPD hour will be awarded for late arrival or early departure over 60 minutes.

I hereby declare that I have read and fully understand the above.

Signature of Authorised Person: \_\_\_\_\_ Date: \_\_\_\_\_  
(With Company Chop)

**For Office Use Only**

Invoice #: \_\_\_\_\_ Date: \_\_\_\_\_