

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



Seminar Title: _____

Seminar Date: _____ Time: _____

Full Name (Mr/Ms/Mrs): _____ Membership No.: _____

Mobile No.: _____ (SMS notification in case of urgent notice)

For Non-member ONLY

Company Name: _____ Job Title: _____

Correspondence Address: _____

Email Address: _____

I agree to subscribe to HKICS e-Update

Seminar Fee: HKICS Member/ HKICS Student/ Non-member HK\$ _____

Proper form completion and full payment made required prior to HKICS acceptance and arrangement of requested matters

Payment Method (Please tick as appropriate)

Deduct from Individual Package (1 unit will be deducted for seminar of 1.5/2 hours and 2 units will be deducted for seminar of 2.5/3 hours)

By EPS/ UnionPay - in person

By cheque - in person/by post (Payable to 'HKICS'. Post-dated cheque will NOT be accepted)

Bank : _____ Cheque No. : _____

(Specify at back '[Description]' and '[Membership/Student No.]')

By Credit Card - in person/by post (I, as the cardholder, authorise HKICS to debit the payment from my credit card)
Please fill in the below information if by post.

Chartered Secretaries American Express VISA MasterCard

Name of Cardholder (in Block letters) : _____

Credit Card No. : _____ Card Expiry date: _____ MM _____ YY

Cardholder's signature: _____ Date: _____

(As with credit card)

If the cardholder and the applicant are not the same person, please explain basis for third party payments (e.g. employer payment). Applicant to bear consequences for unauthorised third party payments: _____

To facilitate payment, credit cards should not expire in less than one month.

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 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.

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) Post-dated cheque is not accepted.
- (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 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 of over 10 minutes to 30 minutes. 1 ECPD hour will be deducted for late arrival or early departure of over 30 minutes to 60 minutes. NO ECPD hour will be awarded for late arrival or early departure of over 60 minutes.

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

Signature: _____ Date: _____

For Office Use Only

Invoice #: _____ Date: _____