

THE HONG KONG INSTITUTE OF CHARTERED SECRETARIES
Membership Transfer Test (MTT) Entry Form
June 2018 Examination



The closing date for June 2018 examination entry is 29 March 2018 (Thursday)^{Note}.

Late entries will NOT be accepted under any circumstances.

(Note: 30 and 31 March 2018 are public holidays.)

(Please read the enclosed Notes to Applicants carefully before submitting the examination entry form.)

Personal Details

Please complete in **BLOCK CAPITALS**

Member No.: |_|_|_|_|_|_|_|_|

Name: _____ (Mr/Ms/Mrs) Chinese Name: _____

Correspondence Address: _____

Email: _____ Mobile: _____

SMS notification in case of urgent notice

Subject	Subject Reference	Date	Time (note)
Corporate Secretaryship (Examination Fee: HK\$1,100)	AES19M	8 June 2018 (Friday)	2:00 pm

Note : 15 minutes reading time will be allowed before the examination commences (i.e. 1:45pm – 2:00pm for the afternoon session).

Order of Study Pack

Ref no.	Study Pack	Collection Mode and charges	
		In person	By courier
			Courier charge - HK\$80: business area - HK\$350: all other areas
SP19M2015	Corporate Secretaryship	<input type="checkbox"/> HK\$470	<input type="checkbox"/> HK\$550 (\$80+\$470) <input type="checkbox"/> HK\$820 (\$350+\$470)

Business area includes addresses in Sheung Wan, Central, Admiralty, Wan Chai, Causeway Bay, Tin Hau, Fortress Hill, North Point, Quarry Bay, Tai Koo, Sai Wan Ho, Shau Kei Wan, Hang Fa Chuen, Chai Wan and Tsim Sha Tsui area

Delivery details

By Courier	Delivery address (will be within 14 working days upon confirmation of payment):
	Company Name: _____ Attn.: _____
	Address: _____
NOTE: The above delivery details will be passed to Wolters Kluwer HK Ltd for the purpose of study pack delivery only.	

For Office Use Only:

Serial No.: _____

Date: _____

Invoice no.: _____

Verified by : _____

Date: _____

Input by : _____

Date: _____

Payment (Payments made are non-refundable.)

<i>Items</i>	<i>Sub Total (HK\$)</i>
Examination Fee	1,100
Study pack	
<i>Total</i>	

Payment Method (Please tick as appropriate):

- EPS/ Octopus/ UnionPay (In person)
- Cheque (Payable to 'HKICS' and submit to HKICS office. Post-dated cheque will NOT be accepted; please mark your '[name]', '[Description]' and '[Member No.]' at the back of the cheque.)

Bank: _____ Cheque No.: _____

- Credit Card (I authorise HKICS to debit the payment from my credit card)
- Chartered Secretaries American Express Credit Card VISA MasterCard

Name of Cardholder (in BLOCK letters): _____

Credit Card No.: _____ Card Expiry date: _____MM_____YY

Cardholder's signature: _____ Date: _____
(Must be the same signature as on the credit card)

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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 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.

I have read and fully understood the above and the Notes to Applicants of this examination entry form. I certify that the information given above is, to the best of my knowledge, accurate in all respects.

Signature: _____ **Date:** _____

*Exam entry closing date:
29 March 2018*

1. Examination enrollment Date/Deadline

	Exam Enroll Date	Exam Enroll Deadline
June Examination	March	The last working day of March
December Examination	September	The last working day of September

The closing date for June 2018 Examination entry is ***29 March 2018 (Thursday)***. Entries must reach the HKICS office at 3/F, Hong Kong Diamond Exchange Building, 8 Duddell Street, Central, Hong Kong either:

- by hand before **6pm, 29 March 2018**; or
- by email to student@hkics.org.hk on or before **29 March 2018**; or
- by post which **post-marked on or before 29 March 2018**

Note: 30 and 31 March 2018 are public holidays. Examination entry forms received at the Secretariat after the closing date will **not** be accepted under any circumstances. **To avoid postal errors or delays, applicants need to ensure the mail of the entry forms bear sufficient postage before posting.** The examination entry form must be **completed in full**. The entry form may be returned to applicants if there is any mistakes and/or without signature which can delay the enrolment. It is highly recommended to submit the entry form **two weeks before** the closing date.

2. **Each applicant can submit one examination entry form only. No alteration can be made to an examination entry (i.e. choice of exam centre and subject enrolment) after submission.**
3. **Applicants are required to provide a valid email address and mobile number.** If there is any changes in contact details, applicants should inform HKICS Secretariat immediately by email.
4. Examination Admission Slip with the examination time and venue details will be sent to applicants with an official receipt at least **2 weeks** before the examination date. Candidates must bring along the admission slip for attempting the examination.
5. Applicants who had been granted for examination postponement from December 2017 examination will be automatically enrolled to the June 2018 examination. For enrolment of additional subject(s), applicants are required to submit a separate exam entry form.
6. The application fee is **non refundable**. If an applicant is prevented from attending the examination for medical reasons (with medical proof), HKICS may, at its discretion, grant the entry to the next following examination on the same examination subject with payment of a postponement fee. Examination postponement application form, medical certificates and postponement fees must reach the HKICS within three calendar weeks after the completion of the entire examination diet, (i.e. 29 June 2018)
 - a. The examination postponement fee (HK\$850 per subject) for current financial year 2017/2018 should be paid at the time when they submit the examination postponement application form. This is a non-refundable fee.
 - b. Such examination postponement cannot be carried forwarded for more than one examination diet (i.e. applicant who applied for examination postponement for June 2018 Examination Diet must take examination in the December 2018 Examination Diet).
8. **Liability and Indemnification**
 - (a) A candidate causing any loss, damage, injury or death to any examination centre, property and/or any person thereat, subject to the right of the victims, shall be solely responsible for such loss, damage, injury or death and shall keep HKICS fully indemnified in respect of all claims and liabilities for such loss, damage, injury or death.
 - (b) Neither HKICS nor its members, affiliates, officers, employees, contractors or agents, shall be liable directly or indirectly to any candidate or other person for any amount representing indirect, incidental exemplary, punitive or consequential damages of any nature arising at any time or from any cause whatsoever from any act or omission of any of them including specifically but without limitation, loss of profits or revenue, loss of full or partial use of any equipment, loss of goodwill, or other such damages whether the basis of liability is a breach of contract, tort, statutes or otherwise.

For any enquiries, please contact the Secretariat of Hong Kong Office at 2881 6177 or Beijing Representative Office at (86 10) 6641 9368 during office hours.