

The Hong Kong Institute of Chartered Secretaries  
Student Ambassadors Programme (SAP) 2018/2019

## Hiking Tour (Half Day)

暢遊 [鶴藪水塘家樂徑] 及享用 [雲泉仙館] 齋宴

The institute is organising an outing for mentors and mentees. Details are as follows:

<b>活動日期</b>	:	2019 年 3 月 23 日 (星期六)
<b>活動地點</b>	:	鶴藪水塘家樂徑 及 雲泉仙館 (集合地點: 香港九龍塘地鐵站 D 出口)
<b>活動時間</b>	:	9.15am – 3.00pm (集合時間: 9.15am)
<b>活動流程</b> (只供參考)	:	9.15am – 9.30am 集合, 登記及由九龍塘出發 9.30am – 10.30am 由九龍塘出發, 前往 [鶴藪水塘家樂徑] 10.30am – 11.45am 遊覽 [鶴藪水塘家樂徑] 11.45am – 12.00pm 由 [鶴藪水塘家樂徑], 前往 [雲泉仙館] 12.00pm – 2.00pm 午餐於 [雲泉仙館-齋宴], 及館內自由參觀 2.00pm 回程到九龍塘解散
<b>費用</b>	:	港幣 100 元 (費用包括: 車費, 午餐, 導遊服務費及旅遊平安保險)
<b>語言</b>	:	粵語
<b>報名方式</b>	:	請將已填妥的報名表格電郵到 <a href="mailto:student@hkics.org.hk">student@hkics.org.hk</a> 或傳真到 2530 4278 / 2881 5050.
<b>報名截止日期</b>	:	2019 年 3 月 5 日 (星期二)
<b>惡劣天氣安排</b>	:	如黑色暴雨警告信號或 8 號或以上颱風信號在活動開始前 2 小時內懸掛, 是次活動將需要改期。任何變更將通過電子郵件或簡訊通知。
<b>備註</b>	:	1. 報名將以先到先得的方式處理。 2. 報名經確認後, 一律不接受退款。 3. 以上費用不包括任何自費活動。

如有任何查詢, 請致電 Miss Helen Fung 2830 6001 或電郵至 [student@hkics.org.hk](mailto:student@hkics.org.hk).

Reference Path:

[https://www.hkics.org.hk/index.php?room=8&action=detail&page=3&cp\\_record\\_id=2631](https://www.hkics.org.hk/index.php?room=8&action=detail&page=3&cp_record_id=2631)

To : Education and Examinations Section, HKICS  
 Email : student@hkics.org.hk  
 Fax : 2530 4278 / 2881 5050

**HKICS Student Ambassadors Programme**  
**Hiking Tour (Half Day) (23 Mar 2019)**

**A. Participant details (Please tick as appropriate):**

Full Name: \_\_\_\_\_ (English) Contact No.: \_\_\_\_\_  
 Email Address: \_\_\_\_\_ (Mandatory field for sending out confirmation)  
 Mentee - University (year of study): \_\_\_\_\_ (Year: )

**B. Payment Method (Please tick as appropriate):**

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

- 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 '[name]' and '[Description: SAP Outing 2019]')

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

Name of Cardholder (Block letters): \_\_\_\_\_

Credit Card no: \_\_\_\_\_ Card Expiry date: \_\_\_\_MM \_\_\_\_YY

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.

**Office Use Only** Invoice No.: \_\_\_\_\_ Sign up  Date: \_\_\_\_\_  
 Credit Card authorisation code: \_\_\_\_\_ Email  Date: \_\_\_\_\_

### C. Terms and Conditions

1. Enrolment will be confirmed upon receipt of full payment on a first-come, first-served basis.
2. If you do not receive an acknowledgement and/or confirmation email five days after your enrolment and/or return of reply slip, please contact Education and Examinations Section, Miss Helen Fung at (852) 2830 6001 or email [student@hkics.org.hk](mailto:student@hkics.org.hk).
3. Refund is not available, but substitute participant under Student Ambassadors Programme is allowed. Please notify us of the replacement at least five working days in advance.
4. The Institute reserves the right to change the event details (e.g. Guest of Honour, date, time, venue) as deemed necessary. In case of adverse weather conditions (e.g. black rainstorm warning signal or typhoon signal No. 8 or above is hoisted within three hours before the event), participants will be notified of event changes by email.
5. There may be photography, filming and sound recording at HKICS events. By participating in this HKICS 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 HKICS 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 HKICS so that necessary arrangements may be made.

### Declaration

1. I declare that I do not suffer from any illness/disability that renders me unfit to participate in the captioned activity. I undertake to immediately notify HKICS if, for any reason, my health subsequently renders me or may render me unfit to participate in the captioned activity. I fully agree and accept that HKICS will then consider whether I should, in the interest of safety and/or the safety of the other participants, continue to be allowed to further/continue to participate and that the decision of HKICS will be final.
2. In the event where trainer(s) are in place, I agree to follow the trainer(s)' instructions which may be a verbal, visual, physical or demonstrative form of communication and ask for further clarification of any ambiguous and/or inaudible instructions. I understand that I can be asked to leave the event venue immediately if considered to be deliberately ignoring the instructions from the trainer(s).

### Assumption of Risks and Disclaimer

1. As a participant in the captioned event, I accept that I may be exposing myself to risks of harm due to the hazards inherent of the captioned event.
2. **DISCLAIMER**  
The Hong Kong Institute of Chartered Secretaries (HKICS), its directors and officers 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 participant might suffer during the participation in the captioned event.

### 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 with 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](mailto:privacyofficer@hkics.org.hk).