

The Hong Kong Institute of Chartered Secretaries
Examination Technique Workshops
(May 2019 examination)

Examination Technique workshops are designed for students who have substantive knowledge on the respective examination subjects. Prior to the workshops in April 2019, the enrolled students will receive the Workshop Agenda and Practice Questions prepared by the tutors. Students are required to answer the mock questions before the workshop and the tutor will go through sample answers with the students during the workshop.

Details of the workshop schedule are as follows:

Fee: HK\$500 per workshop

Application Deadline: Friday 29 March 2019

<u>Subjects</u>	<u>Lecturer</u>	<u>Date / Time</u>	<u>Venue*</u>
Corporate Financial Management	Dr Bruce Li FCIS FCS(PE)	8 April 2019 (Mon) 7pm – 10pm	SCOPE, Admiralty
Hong Kong Financial Accounting	Mr Simon Lee ACIS ACS	10 April 2019 (Wed) 7pm – 10pm	HKICS Secretariat Office
Hong Kong Taxation	Mr Patrick Ho	12 April 2019 (Fri) 7pm – 10pm	SCOPE, Admiralty
Corporate Governance	Mr Simon Lee ACIS ACS	13 April 2019 (Sat) 2pm – 5pm	SCOPE, Admiralty
Strategic and Operations Management	Mr Andrew Poon	17 April 2019 (Wed) 7pm – 10pm	HKICS Secretariat Office
Corporate Administration	Mr Ricky Lai FCIS FCS	23 April 2019 (Tue) 7pm – 10pm	SCOPE, Admiralty
Corporate Secretaryship	Mr Ricky Lai FCIS FCS	24 April 2019 (Wed) 7pm – 10pm	SCOPE, Admiralty

*HKICS Secretariat office: 3/F, Hong Kong Diamond Exchange Building, 8 Duddell Street, Central

*SCOPE: 8/F, United Centre, Admiralty, Hong Kong

Please send the enrolment form together with payment to: HKICS, Education & Examinations, 3/F Hong Kong Diamond Exchange Building, 8 Duddell Street, Central, Hong Kong. For payment method, please refer to page 2 of this enrolment form.

Participants will receive an acknowledgement for workshop enrolment by email upon full payment of the fee. For students who do not receive the email confirmation three days prior to the workshop date, please contact the Education and Examinations section at 2881 6177.

Cancellation of workshops: The Institute reserves the right to cancel the workshops and fees will be refunded.

No change can be made after the enrolment form is submitted.

Payments are non-refundable.

For Office Use only:

Invoice no.: _____

Account ref no: _____

The Hong Kong Institute of Chartered Secretaries
Examination Technique Workshops (May 2019 Examination)
Enrolment Form
(Deadline: Friday 29 March 2019)

Personal Details

Please complete in BLOCK CAPITALS

Student No.: |_|_|_|_|_|_|_|_|_|_|

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

Email: _____ Mobile: _____

I would like to enroll to the following workshop(s):

Please tick as appropriate	Name of Workshop	Date	Amount in HKD (HK\$500 per workshop)
<input type="checkbox"/>	Corporate Financial Management	8 April 2019 (Mon)	
<input type="checkbox"/>	Hong Kong Financial Accounting	10 April 2019 (Wed)	
<input type="checkbox"/>	Hong Kong Taxation	12 April 2019 (Fri)	
<input type="checkbox"/>	Corporate Governance	13 April 2019 (Sat)	
<input type="checkbox"/>	Strategic and Operations Management	17 April 2019 (Wed)	
<input type="checkbox"/>	Corporate Administration	23 April 2019 (Tue)	
<input type="checkbox"/>	Corporate Secretaryship	24 April 2019 (Wed)	
	Total:		

Payment Method (Please tick as appropriate):

EPS/ 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 '[Student 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)

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.

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

Signature: _____

Date: _____