


**THE HONG KONG INSTITUTE OF CHARTERED SECRETARIES  
MEMBERSHIP/GRADUATESHIP RESIGNATION FORM**
**PERSONAL PARTICULARS**

Name: (Mr/Mrs/Ms) \_\_\_\_\_ Membership/Graduate No: \_\_\_\_\_

Telephone No: (office/home) \_\_\_\_\_ (mobile) \_\_\_\_\_

 Correspondence Address: \_\_\_\_\_  
 \_\_\_\_\_

**To: The Hong Kong Institute of Chartered Secretaries (HKICS)**

I would like to resign my membership/graduateship of The Institute of Chartered Secretaries and Administrators (ICSA) and The Hong Kong Institute of Chartered Secretaries (HKICS).

 Reason(s) of resignation: \_\_\_\_\_  
 \_\_\_\_\_

**All resigned members are requested to submit the HKICS and ICSA certificates, and the HKICS member/graduate card to the Institute:-** (Please insert a "✓" as appropriate.)

HKICS and ICSA certificates

- I enclose my certificate(s) of:     HKICS; and     ICSA.  
 I declare that my:                     HKICS; and     ICSA certificate(s) is/are lost.

HKICS member/graduate card

- I enclose my HKICS member/graduate card.  
 I declare that my HKICS member/graduate card is lost.

**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](mailto:privacyofficer@hkics.org.hk).

I declare that the information contained in this application is true and correct. And I have read, understood and agreed to the above.

Name of Applicant: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_

Membership/Graduate No: \_\_\_\_\_ Date of Application: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Resignation date: \_\_\_\_\_ Handled on \_\_\_\_\_ by \_\_\_\_\_

Notification email sent on: \_\_\_\_\_ Confirmation letter sent on: \_\_\_\_\_

The Hong Kong Institute of Chartered Secretaries 香港特許秘書公會 (Incorporated in Hong Kong with limited liability by guarantee)

3/F, Hong Kong Diamond Exchange Building, 8 Duddell Street, Central, Hong Kong

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