



**THE HONG KONG INSTITUTE OF CHARTERED SECRETARIES
APPLICATION FORM FOR MEMBERSHIP TRANSFER-OUT**

PERSONAL PARTICULARS

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

Correspondence Address: _____

Contact Phone No.: _____ Email: _____

Previous Division : _____

To: The Committee of China Division of The Institute of Chartered Secretaries and Administrator and the Council of The Hong Kong Institute of Chartered Secretaries

1. I request to transfer my membership to _____
(please put down the name of the ICSA Division) from The Hong Kong Institute of Chartered Secretaries (HKICS).
2. I understand that the only portable qualification for transfer is ACIS (Associate of The Institute of Chartered Secretaries and Administrators) or FCIS (Fellow of The Institute of Chartered Secretaries and Administrators).
3. I understand that the qualification of ACS (Associate of HKICS) or FCS (Fellow of HKICS) is not transferable and therefore the return of membership certificate(s) and membership card to the HKICS is necessary. (Please insert a " ✓ " as appropriate.)

HKICS membership certificate

- I hereby **enclose** and **return** the below HKICS membership certificate(s):-
- HKICS Associate membership certificate
 - HKICS Fellow membership certificate
- I declare that I have lost the below HKICS membership certificate(s):-
- HKICS Associate membership certificate
 - HKICS Fellow membership certificate

HKICS membership card

- I hereby **enclose** and **return** the HKICS membership card.
- I declare that the HKICS membership card is lost.

4. I understand that once the membership transfer out process is completed, I will cease to be ordinarily resident in the China Divisional territory.

5. I understand that in the event that my membership has been transferred out from HKICS for more than **5 years**, I will no longer be considered as an Ordinary Member of HKICS. Thus, application for re-election to Ordinary Member is required for re-instating the Ordinary Member status (i.e. ACS/FCS).
6. I understand that I can apply for re-election to Ordinary Membership via fulfilling Enhanced Continuing Professional Development ("ECPD") programme requirements, subject to and upon Membership Committee's approval.

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.

By my signature below,

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

Name of Applicant: _____ Signature of Applicant: _____

Membership Number: _____ Date of Application: _____

FOR OFFICE USE ONLY

Handled on _____ by _____ Subscription Until: _____

Transfer out date: _____