

## The Hong Kong Chartered Governance Institute Corporate Package Purchase Form

The Corporate Package is offered to employers, who may select from two valuable package levels that match their needs. Through these packages, their employees can attend HK\$7,600 or HK\$19,000 worth of seminars organised by The Hong Kong Chartered Governance Institute ("HKCGI") at a discounted price within the 2024/2025 CPD year.

Package	Number of regular seminars (1.5/2 hours)	Discounted Price		Original Price
		Non-Practitioner's Endorsement (PE) Holder	Practitioner's Endorsement (PE) Holder	
A	20	<input type="checkbox"/> HK\$6,450	<input type="checkbox"/> HK\$5,700	HK\$7,600
B	50	<input type="checkbox"/> HK\$15,550	<input type="checkbox"/> HK\$13,650	HK\$19,000

[Please put a '✓' in the appropriate box to indicate the type of package you are purchasing.]

Validity of Package: **From 1 July 2024 to 30 June 2025**

### Company Information

Company Name: \_\_\_\_\_

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

### Contact Person Information\*

Name: (Mr/Ms) \_\_\_\_\_ Job Title: \_\_\_\_\_

Email Address: \_\_\_\_\_ Tel No.: \_\_\_\_\_

\*The information will be used for seminar enrolments by corporate package via company web account<sup>6</sup>.

We have read and fully understand the Terms & Conditions and Statement on Collection of Personal Data on Page 2 & 3.

### **Authorised Person 1**

Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Signature: \_\_\_\_\_

### **Authorised Person 2**

Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Signature: \_\_\_\_\_

### **Company Chop**

\_\_\_\_\_

### **For Office Use Only**

Invoice#: \_\_\_\_\_ Date: \_\_\_\_\_

## Terms & Conditions

1. An Corporate Package holder is entitled to attend a fixed number of The Hong Kong Chartered Governance Institute ("HKCGI") regular seminars (1.5/2 hours)<sup>1</sup> held within the 2024/2025 CPD year prescribed in the below table, including the Annual Corporate and Regulatory Update (ACRU)<sup>2</sup>, but excluding the Corporate Governance Conference, government funded seminars, seminars organised jointly with other institutions and seminars for Board Secretaries of the Mainland, seminars explicitly excluded by HKCGI and HKCGI ECPD Videos on Demand.

Package Type	No. of regular seminars (1.5/2 hours)	Discounted Price		Original Price	Discount Rate	
		Non-PE Holder	PE Holder		Non-PE Holder	PE Holder
A	20	HK\$6,450	HK\$5,700	HK\$7,600	15%	25%
B	50	HK\$15,550	HK\$13,650	HK\$19,000	18%	28%

### Notes:

1. Two regular seminar units will be deducted from the package for seminars lasting 2.5/3 hours.
2. Three and five regular seminar units will be deducted from the package for morning/afternoon and full day ACRU attendance respectively.
2. The Corporate Package is valid for the 2024/2025 CPD year only, i.e. from 1 July 2024 to 30 June 2025. **Any unused balance at the end of the CPD year will be lost.**
3. **Post-dated cheques are not accepted. NO REFUNDS** will be entertained after the application is processed. Payment is to be settled by cheque only. This form, together with a cheque payable to 'The Hong Kong Chartered Governance Institute', should be sent to HKCGI, 3/F, Hong Kong Diamond Exchange Building, 8 Duddell Street, Central, Hong Kong.
4. HKCGI does not accept split payment for the settlement of seminar fees, including but not limited to the use of a combination of two Corporate Packages, or by means of partial deduction from a package with remaining balance to be settled by any other payment methods.
5. The Corporate Package for Practitioner's Endorsement ("PE") can only be used by PE holders in the current CPD year.
6. Company web account:
  - a) A designated company web account will be assigned for the use of Corporate Package, you will received an activation email from HKCGI to activate your web account.
  - b) You are responsible for informing us of any changes to the information you have provided, including but not limited to company name, contact person information and company web account login email address.
  - c) You are required to complete the online registration procedures to secure a place for your employees for each seminar on a first-come first-served basis. Once the enrolment is confirmed, **NO REFUNDS/CANCELLATIONS/ALTERNATES** will be entertained.
7. The Corporate Package is not transferable and cannot be used with any other discounts or coupons.
8. All terms and conditions are subject to change without prior notice. HKCGI reserves the right of final decision on any disputes and on the usage of package.

## Statement on Collection of Personal Data

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- (i) Your supply of personal data to The Hong Kong Chartered Governance Institute (“HKCGI”). However, failure to provide any requested personal data may render HKCGI unable to perform its contemplated functions, and/or the delivery of goods and services to you.
- (ii) The information provided by you to HKCGI will be used by HKCGI for the purposes of performing its contemplated functions under the provisions of the Charter and Byelaws of The Chartered Governance Institute and the Articles of Association of HKCGI (collectively “the Rules”) for the time being in force including without limitation to membership, graduateship, studentship and/or stakeholder administration, activities and/or communications; registrations, examinations, assessments of qualifications and/or experiences; Continuing Professional Development (“CPD”) programmes; research and/or analysis; members’, graduates’ and/or students’ benefits; promotion of events supported by HKCGI and/or other functions and activities; the delivery of other goods or services; enforcement of compliance and/or discipline relating to non-compliance of the Rules; and for any other legitimate purposes as may be required, authorised or permitted by law, regulations or judicial orders.
- (iii) The information provided by you herein may be made available to the related companies or associates, group sister associations, agents, contractors, universities, business associates or service providers of HKCGI 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) HKCGI provides members/graduates/students with the choice of opting out from the receipt of marketing/promotional materials from HKCGI. You can opt out or opt in at any time from receiving such materials by emailing to [unsubscribe@hkcg.org.hk](mailto:unsubscribe@hkcg.org.hk) with your request.
- (vi) Under the Personal Data (Privacy) Ordinance (“PDPO”), 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@hkcg.org.hk](mailto:privacyofficer@hkcg.org.hk).
- (vii) HKCGI is committed to protecting the privacy, confidentiality and security of the personal information by complying with the requirements of the PDPO. We have established a policy for the handling and management of personal data which is accessible at HKCGI’s website, i.e. [www.hkcg.org.hk](http://www.hkcg.org.hk).