

The Hong Kong Chartered Governance Institute

Director Training Company Package Purchase Form

80 (or more) pre-recorded director training programmes are made available at the e-learning platform of *The Hong Kong Chartered Governance Institute* ("HKCGI") for the directors of listed companies in Hong Kong to receive continuous professional development ("CPD") as per the requirements of Hong Kong Listing Rules. This Director Training Company Package enables listed companies to enrol the appropriate pre-recorded director training programmes for their directors at a discounted price within 12 months from the date of purchase.

Option	Number of Units (Notes)	Discounted Prices	Original price (for 40/60 programmes in 1.5 hour each)
<input type="checkbox"/>	40	HK\$13,800	HK\$16,800
<input type="checkbox"/>	60	HK\$20,100	HK\$25,200

[Please put a '✓' in the appropriate box to indicate your selected option for 40 or 60 units in the Director Training Company Package. Terms & conditions apply,]

Validity of Package: **12 months from the date of purchase**

Company Information

Company Name: _____

Address: _____

Contact Person Information*

Name: (Mr/Ms) _____ Job Title: _____

Email Address: _____ Tel No.: _____

*This Contact Person shall be the designated person to operate the company web account for registering directors of listed companies in HKCGI platform and enrolling pre-recorded programmes for the registered directors.⁶.

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

Authorised Person 1 (for appointing or changing Contact Person)

Name: _____ Job Title: _____

Signature: _____

Authorised Person 2 (for appointing or changing Contact Person)

Name: _____ Job Title: _____

Signature: _____

Company Chop

For Office Use Only

Invoice#: _____ Date: _____

Terms & Conditions

1. Notes:
 - a) The holder of Director Training Company Package is entitled to enrol the pre-recorded director training programmes by utilising the specified number of units for the directors of the company within 12 months from the date of purchasing the package.
 - b) One unit will be deducted from the Director Training Company Package for one 1.0-hour or 1.5-hour director training programme by one director.
 - c) Two units will be deducted from the Director Training Company Package for one 2.0-hour or 2.5-hour director training programme by one director.
2. The Director Training Company Package is not applicable in the Forthcoming ECPD seminars, Annual Corporate and Regulatory Update (ACRU), Corporate Governance Conference (CGC), Certification Courses, government funded seminars, seminars organised jointly with other institutions, and seminars organised in Chinese Mainland, seminars explicitly excluded by HKCGI, and any other pre-recorded programmes not specified for director training purpose.
3. The Director Training Company Package is valid within 12 months from the date of purchase. Unused units, if any, will be lapsed upon expiry of the 12-month period. No application for extension will be entertained.
4. **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.
5. All prices are offered as a complete package. HKCGI does not accept split payment for the settlement of Director Training Company Package fees, including but not limited to the use of a combination of any kind of HKCGI's corporate packages, or by means of partial deduction from a package with the remaining balance to be settled by any other payment methods.
6. Company web account:
 - a) A designated company web account will be assigned for the use of the Director Training Company Package, you will receive 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 enrol pre-recorded director training programmes for your directors. Once the enrolment is confirmed, no application for cancellation or transfer or assignment will be entertained.
7. The Director Training Company 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 the usage of the Director Training Company Package.

Statement on Collection of Personal Data

- (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 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.
- (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.