

The Hong Kong Chartered Governance Institute Seminar Enrolment Form

Seminar Title: _____

Seminar Date: _____ Time: _____

Full Name (Mr/Ms/Mrs): _____ Membership No.: _____

For Non-member ONLY

Company Name: _____ Job Title: _____

Correspondence Address: _____

Email Address: _____ Mobile No.: _____

(SMS notification in case of urgent notice)

I agree to subscribe to HKCGI communications Yes No

I agree to register a web account at HKCGI Yes No

Seminar Fee: Member/ Graduate/ Student/ Affiliated Person/ Non-member **HK\$** _____

PAYMENT METHOD (please tick as appropriate)

Proper form completion and full payment made required prior to the Institute acceptance and arrangement of requested matters.

- Deduct from Individual Package (1 unit will be deducted for seminar of 1.5/2 hours and 2 units will be deducted for seminar of 2.5/3 hours)
- By EPS/ UnionPay - in person
- By cheque - in person/by post (Payable to '**The Hong Kong Chartered Governance Institute**'. Post-dated cheque will NOT be accepted)

Bank: _____ Cheque No.: _____
(Please specify your membership/graduate/student no. and payment description at the back)

- By Credit Card - Please fill in the below information if payment is made by email/by post.
(I, as the cardholder, authorise the Institute to debit the payment from my credit card)

HKCGI American Express VISA MasterCard

Name of Cardholder (block letters): _____

Credit Card No.: _____ Card Expiry Date: _____ (mm)/ _____ (yy)

Signature _____ Date: _____
(as with 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.

I hereby declare that I have read and fully understand the Terms & Conditions and Collection of Personal Data.

Signature: _____ Date: _____

For Office Use Only:

Invoice#: _____ Date: _____

Terms & Conditions

1. All properly completed enrolment applications, with necessary payment tender for paid events, constitute offers, and will normally, but at the discretion of The Hong Kong Chartered Governance Institute (“HKCGI”), be accepted on a first-come, first-served basis, subject always to the terms and conditions set out herein.
2. HKCGI’s confirmation constitutes acceptance and NO REFUND/CANCELLATION/SUBSTITUTION will be entertained unless otherwise set out herein.
3. HKCGI reserves the right to change the presenter(s), date, time and venue. Any change of date, time and venue will be notified by email/SMS. HKCGI will allow cancellation and refund requests made within 24 hours of notification in relation to the change of date only.
4. There may be photography, filming and sound recording. By participating in the relevant HKCGI event, you consent to being photographed, filmed or otherwise recorded, and further consent to your images and recordings (which may include your images and sounds) being used by HKCGI in promotional materials, in addition to other usages under the Statement on Collection of Personal Data.
5. All copyright and other intellectual property rights in and to any photography, filming and sound recording at HKCGI events are hereby expressly reserved. Specially, no unauthorised recording or video taking by any electronic or other means by you shall be permissible.
6. By participating in this HKCGI event, you declare that you do not suffer from any infectious illness/disease that may be potentially passed on to other participants. HKCGI reserves, at all time, in the interest of safety and/or the safety of the other participants whether by reason of risk of passing on infectious illness/disease or otherwise, to determine your continued participation in an event and the decision of HKCGI will be final.
7. In case you suffer any disability, please make this known at the time of the application for the event, and HKCGI will endeavour to make the necessary arrangements for access and/or accommodation of your disability, unless this will create unjustifiable hardship on HKCGI whereupon refund will be made for any payments made.
8. In case your participation is required at an event, you may be asked to leave venue event immediately, if HKCGI’s staff, in good faith determines that you have been deliberately ignoring related requests/instructions, including from any trainer(s) for any training events.
9. For events conducted online (in the form of webinars), HKCGI has made every effort to ensure that the quality of the internet connection is sufficient for media streaming. Attendees should ensure that they are in an area of stable internet connection with suitable bandwidth as this can affect user’s experience.
10. If a typhoon signal No. 8 or above or a Black Rainstorm Signal is issued before the commencement of the event and remains hoisted at or after specified time as below, the event will be cancelled, and alternative arrangements will be made.

7.00 am	Morning session or whole-day session will be cancelled
12.00 noon	Afternoon session will be cancelled
2.00 pm	Evening session will be cancelled

The event will cease operations within two hours if a typhoon signal No. 8 or above or a Black Rainstorm Signal comes into force during the course of sessions. No refund or rescheduling shall be arranged if the event has already started.

11. For activities or seminars bearing CPD points:
 - i. When attending a seminar, attendees should make sure that their attendance at the entire seminar is noted by signing in **and** signing out of the seminar. No CPD hours will be awarded without clear evidence of the signing in/out record.
 - ii. CPD hours will be deducted for late arrival at or early departure from the seminar according to the CPD policy, 0.5 CPD hours will be deducted for late arrival or early departure of over 10 to 30 minutes. 1 CPD hour will be deducted for late arrival or early departure of over 30 to 60 minutes. NO CPD hours will be awarded for late arrival or early departure of over 60 minutes.
12. Individual/Corporate Package holders (which only applicable to ECPD seminars) are allowed to deduct 3 and 5 regular seminar units for morning/afternoon and full day ACRU attendance respectively.
13. All terms and conditions are subject to change without prior notice. HKCGI reserves the right to interpret the terms and conditions as stated herein.

Statement on Collection of Personal Data

- (i) Your supply of personal data to The Hong Kong Chartered Governance Institute (“HKCGI”) is on a voluntary basis. 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 the applicant.
- (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@hkcgi.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@hkcgi.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. hkcgi.org.hk.