

**HONG KONG TRUSTEES' ASSOCIATION**  
**Seminar Enrolment Form**

**EMPLOYEE BENEFIT SCHEMES – TRUST AND NON-TRUST**

Date : Thursday, 7 March 2019  
Time : 6:30 p.m. – 8:30 p.m.  
Venue : KPMG, 23/F, Hysan Place, 500 Hennessy Road, Causeway Bay, Hong Kong  
Supporting organization is The Hong Kong Institute of Chartered Secretaries

Full Name: \_\_\_\_\_ (to be shown on the e-attendance certificate)

Name of Company: \_\_\_\_\_; Job Title: \_\_\_\_\_

Mobile no: \_\_\_\_\_; Email : \_\_\_\_\_ (for sending confirmation)

Membership (please tick one):

- ☐ HKTA
- ☐ HKICS                      Membership No. (if applicable) : \_\_\_\_\_
- ☐ MPF Intermediaries    Membership No. (if applicable) : \_\_\_\_\_
- ☐ Others      Please specify : \_\_\_\_\_

**Payment:**

Fee (please choose one):

- ☐ HK\$400 for HKTA/HKICS members
- ☐ HK\$500 for Non-member

Payment method (please choose one):

- ☐ Direct credit to HKTA account (account no. 447-0-024582-3 (Standard Chartered Bank)
- ☐ Cheque (Cheque no: \_\_\_\_\_; Name of Bank: \_\_\_\_\_)

Please complete this form with cheque payment (made payable to “**HK TRUSTEES’ ASSOCIATION LTD**”) and mail to HKTA (address: Room 1103, 11/F, V Heun Building, 138 Queen’s Road Central). If you pay by direct bank deposit, please email your enrolment form and the bank pay-in slip to [queries@hktrustees.com](mailto:queries@hktrustees.com).

I hereby declare that I have read and fully understand “The important notes for Attendees” on the next page.

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

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E-certificate of attendance will be sent to participants upon completion of the seminar.

Contact of HKTA:

Tel: 2551 8696/3703 5170

Email: [queries@hktrustees.com](mailto:queries@hktrustees.com)

Website: [www.hktrustees.com](http://www.hktrustees.com)

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## Important Notes for Attendees :

### CPD Entitlement and Accreditation

This joint seminar is a CPD course so that attendees from HKTA and HKICS will be entitled to 2 CPD points / ECDP hours. The seminar is also recognized as a non-core CPD activity by the Mandatory Provident Fund Scheme Authority (MPFA). Please click below for more information on the guidelines of MPFA : <http://www.mpfa.org.hk/eng/main/index.jsp>. Attendees are therefore reminded to turn up on time, to register on your arrival and to sign out at the end of the seminar.

A ten minutes grace period for late arrivals is permitted. Thereafter, 0.5 CPD hour will be deducted for late arrival or early departure beyond the ten minutes' grace period for up to 30 minutes from the commencement of the seminar or before the end of the seminar. One CPD hour will be deducted for late arrival or early departure of more than 30 minutes and up to 60 minutes from the commencement or before the end of the seminar. No CPD hour will be awarded to any participant who arrives 60 minutes late or leaves more than 60 minutes before the end of the seminar.

### Statement on Collection of Personal Data

- (i) Your supply of personal data is on a voluntary basis.
- (ii) The information provided by you will be used for administration and management; membership admission, registration maintenance and administration; enforcement of members' compliance of the provisions of Byelaws of HKTA 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 HKTA 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 HKTA, 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 HKTA at [queries@hktrustees.com](mailto:queries@hktrustees.com).

### Terms & Conditions

- (i) All applications are on a first-come, first-served basis. Enrolment will only be processed upon receipt of full payment.
- (ii) Post-dated cheque is not accepted.
- (iii) **NO REFUND/CANCELLATION/ALTERATION will be entertained after the application is processed.**
- (iv) The organizers reserve the right to change the listed presenter(s), date, time and venue if necessary. Any change of date, time and venue will be notified by email. Please visit [www.hktrustees.com](http://www.hktrustees.com) or [www.hkics.org.hk](http://www.hkics.org.hk) for latest seminar information.
- (v) When attending 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 hour will be awarded without signing in/out record.
- (vi) There may be photography, filming and sound recording at the seminar. By participating in this event, you consent to be photographed, filmed or sound recorded, and consent to your images and sounds (which may include your identifiable images and sounds) being used by the organizers in the future promotional materials. If you do not agree that your identifiable images and sounds which may have taken at this event be used, please contact HKTA so that necessary arrangements may be made.