



HKIM Activities Enrollment Form 香港市務學會活動報名表格 (Please keep your own copy for record. 請保存此頁作紀錄。)

Fax No: 2881 6057

HKIM -7/F, Tower 1, Enterprise Square 1, 9 Sheung Yuet Road, Kowloon Bay, Kowloon. (香港市務學會:九龍灣常悅道 9 號企業廣場 1 期 1 座 7 樓) ☎ 2881 6682 / 2887 6367

Participant Information 參加者資料

Event Name 活動名稱	Name 姓名	Company Name 公司名稱	Title 職銜	Contact No. 聯絡電話		Email (must be provided) 電郵 (務請提供)	Member No. 會員號碼 Non Member 非會員	Fee 費用 HK\$
				(Office)	(Mobile)			
							Total:	

Payment Method 付款方式

<input type="checkbox"/> Cash 現金 Pay in-person at HKIM office. 親臨香港市務學會繳付。	<input type="checkbox"/> Credit Card 信用卡 Please charge the amount to the following credit card. 以下列信用卡付款。 <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard
<input type="checkbox"/> Transfer 轉賬 Deposit the required amount to HKIM HSBC account 172-3-019178 or Dah Sing Bank account 11-700-67757 "Hong Kong Institute of Marketing Ltd." and fax the receipt together with this reply slip to HKIM office at 2881-6057. Please bring along a copy of the bank confirmation to the event for inspection. 請將金額存入香港市務學會香港匯豐銀行戶口 172-3-019178 或大新銀行戶口 11-700-67757 「香港市務學會」並將收據及本表格傳真至 2881-6057。請出席活動時攜帶銀行收據副本。	Card No. 信用卡編號* Expiry Date 到期日 (mm/yy)*
<input type="checkbox"/> Cheque 支票 Please prepare the cheque payable to "Hong Kong Institute of Marketing Ltd.", with the name of participant(s) and the name of event written on the back of the cheque. Please mail the cheque to HKIM (HKIM address: 7/F, Tower 1, Enterprise Square 1, 9 Sheung Yuet Road, Kowloon Bay, Kowloon) 請於支票抬頭填寫 Hong Kong Institute of Marketing Ltd.，並於支票背面寫上參加者姓名及活動名稱，寄回香港市務學會 (地址: 九龍九龍灣常悅道 9 號企業廣場 1 期 1 座 7 樓)	Name of Cardholder 持咭人姓名* Cardholder Signature 持咭人簽名* Date 日期
Cheque No. 支票號碼 _____ Amount 金額 HK\$ _____ Bank 銀行 _____	(*如以信用卡付款，必須填妥以上資料)

Notes for Participants 報名須知

Please fax your enrollment to 2881 6057 or e-mail to activities@hkim.org.hk. You are obliged to pay upon submitting the enrollment form. 請將填妥之表格傳真至 2881 6057 或電郵到 activities@hkim.org.hk。表格一經遞交，閣下須即時繳交費用。

Enrollments are on a first-come-first-served basis, and it will only be confirmed by full payment. 報名以先到先得形式進行，並以收到全數報名費用方可作實。

Please call 2887 6367 if you have not received any confirmation two days prior to the function. 閣下在遞交表格後兩個工作天仍未收到確認通知，請致電 2887 6367 查詢。

HKIM reserves the right to cancel the function in case of under-enrollment, to change the speaker, date or venue if necessary. Participants will be notified of such changes by phone and email no later than TWO (2) days prior to the date of activities. 如報名人數不足，本會保留取消活動之權利。如有需要，本會有權更改講者、日期及時間。本會將於活動舉行不少於兩個工作天以電話及電郵方式通知參加者。

Non-attendance will be charged and payments made are non-refundable unless the activity is cancelled by the Institute. 除非本會決定取消活動，參加者如於活動當日缺席，所有已繳交費用一律不獲退還。

In case of cancellation, payment made will be refunded or applied to a subsequent HKIM activity within the next SIX months. The participant's agreement will be sought. 倘若取消活動，有關款項將應閣下要求安排退款或保留在案 (只限保留 6 個月)。

Payment can be refunded if withdrawal is submitted 7 working days before the activity, but \$100 will be deducted as handling charge. Swapping of participants may be allowed if the replacing participant is not entitled to admission at the same fee, the difference will be charged. In any events, \$50 will be charged as handling charge. Cancellation with less than 7 working days' notice before the activity is not entitled to any refund. 參加者如於活動 7 個工作天或之前取消報名，可獲退還費用，但需扣除 \$100 作為手續費。如選擇轉名，需補交差額費用 (如適用)，另需支付 \$50 手續費。參加者如在少於活動前 7 個工作天取消報名，則不獲退還任何費用。

CPD hours will be deducted from late participants on a pro-rata basis. CPD hours Certificate will be awarded after the activities. Participants' names will be printed on certificate. No certificate will be issued to an absent participant. CPD 時數將按出席時數按比例計算，證書於活動完結後頒發。而證書上印有出席學員的姓名。

I acknowledge and agree that HKIM may request to verify my identity while I am participating in CPD courses. 本人知悉並同意香港市務學會於本人出席 CPD 課程時，查閱本人之身份證明文件以核實身份。

I acknowledge and agree that my personal data will be used by HKIM for activity enrollment and membership administrative purposes. 本人知悉並同意香港市務學會使用本人之個人資料作處理報名及一切活動與會籍相關之用途。

I understand that I should provide as much information to HKIM as I can so that my enrollment can be processed efficiently. 本人明白並同意盡量填寫足夠資料，否則學會不能有效地處理本人的申請。

I acknowledge and agree that my personal data may be used by HKIM for the promotion of activities and membership. I, at any time, can inform HKIM in writing or by email (activities@hkim.org.hk) to stop sending promotional materials to me. 本人知悉並同意香港市務學會使用本人之個人資料作活動或會籍相關推廣用途，如有需要本人可隨時以書面或電郵 (activities@hkim.org.hk) 通知學會停止向本人發出任何推廣資料。

I declare that all information provided in this Enrollment Form is, to the best of my knowledge, accurate and complete. 本人聲明於本報名表所提供的資料均屬真實，並無遺漏。

I acknowledge and agree that HKIM may determine my lateness and early departure from a course according to HKIM's clock. 本人知悉並同意香港市務學會以學會的時鐘為量度本人遲到或早退與否的準則。

Confirmation Signature 參加者確認簽署	Date 日期	FOR OFFICE USE ONLY	Received Date:	Handled by	Batch No.	Remarks
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