

Notes (申請須知)

- For enrolment, please submit one enrolment form for each course. Please send your completed enrolment form together with the appropriate course fee to the HKSI by fax, by post or in person before the closing date. Applicants who wish to enjoy Corporate/Ordinary/Affiliate Member Fee must provide relevant information at the time of application. Otherwise, Non-member Fee shall be charged and fee difference will not be refunded.
- Enrolment will only be confirmed upon receipt of payment. Any enrolment forms without appropriate payments will be rejected by the HKSI. Application indicating payment by cheque will not be processed without attachment of a cheque.
- Applicants paying by company cheques should ensure that they have affixed the company chop.
- Applicants should note that cash should not be sent through post and post dated cheques will not be accepted.
- The admission notification and training courses regulations will be issued five (5) business days before the commencement of the course via e-mail. Applicants who are rejected will receive telephone notification. Applicants who do not receive notifications in any form should contact the Institute at 3120 6200.
- Applicants must read training courses regulations and agree to abide by them before submitting enrolment form.
- Refund/Substitutions :
 - Refund is not considered.
 - Once accepted to the enrolled course, participant cannot transfer to another course.
 - Participant can **request a substitute to replace his/her enrolment in writing once at least five (5) business days** prior to the commencement of the enrolled course. Any course fee discrepancies will be borne by the participant.
 - The HKSI reserves the right to make any necessary arrangements with regard to the substitution.
- Personal data supplied in this enrollment form will be used only for purposes relating to enrolling / and attending the HKSI professional training courses. HKSI reserves the right to inspect personal identity of attendees.
- Seats are limited and enrolments will be processed on a first-come-first-served basis.
- HKSI reserves the right to cancel or reallocate the course.
- 每一項課程，請遞交一份報名表格。請將填妥的報名表格連同適當的課程學費，於課程截止報名日期前親身、傳真或郵寄致香港證券專業學會。申請人如欲享有團體會員/會員/附屬會員課程學費之優惠，在申請時必須提供有關資料，否則本會將收取非會員課程學費之金額。課程費用之差額將概不退還。
- 報名表格必須連同適當學費遞交，學會才會確認該申請。其餘申請，學會一概不會接受。如欲以支票繳付學費者，報名表格必須連同支票一併遞交，否則其課程申請將不獲受理。
- 如申請人以公司支票付款，申請人必須在報名表格的適當位置蓋上公司印鑑。
- 申請人切勿郵寄現金致本學會付款。此外，本學會概不接受期票。
- 申請者將於開課前五個工作天收到學會通知及課程守則。學會將透過電話通知課程不獲接納之申請人。申請人如在期間尚未收到通知，請致電 3120 6200 與學會聯絡。
- 申請者在遞交報名表格前，必須細閱課程守則，並同意及遵守其規條。
- 退還課程費用/學額轉讓
 - 課程費用概不退還。
 - 一經取錄，學員不得轉讀其他課程。
 - 學員可於開課前五個工作天**透過書面向學會申請**學額轉讓他人一次。申請一經批准，學員須繳付課程費用之差額。
 - 學會將保留有關學額轉讓事宜的一切權利。
- 本申請表上提供的個人資料，僅供作處理有關報讀/及出席本學會課程事宜之用。本學會保留檢查出席課程人士之身份證明之一切權利。
- 由於名額有限，報名以先到先得方式進行。
- 本學會保留取消及重新安排課程之一切權利。

Applicant's Declaration 申請人聲明

I hereby declare that the information I provided in this application form is complete and correct. I have read the general notes above and agree to abide by the notes mentioned.

本人謹此聲明在本申請表格中所填報之資料均屬正確無訛。本人已閱讀『申請須知』，並完全同意及遵守有關事項。

Signature of Applicant : _____
申請人簽署

Date : _____
日期

How to Contact Us (如有查詢，請與學會聯絡)

Address : 24th Floor, Wing On Centre, 111 Connaught Road Central, Hong Kong 地址 : 香港干諾道中 111 號永安中心 24 樓 2403 - 08 室
Enquiries 查詢 : Tel 電話 : 3120 6200 (Training Hotline 課程熱線) Fax 傳真 : 2899 2611
Website 網址 : www.hksi.org E-mail 電子郵件 : training@hksi.org
Opening Hours 辦公時間 : 9:00am - 5:30pm (Mon- Fri 星期一至星期五); 9:00am - 12:00noon (Sat 星期六)