

Please email the completed form with your **curriculum vitae** to member@hksi.org.

Part I: Applicant's information

Full Name _____ Membership No. _____
 Email* _____ Mobile No.* _____

*Please refer to Part V. Communications

Part II. Information required in matching for suitable mentor

1. Which sectors in finance industry are you interested in? Please tick all apply.

Sector	Sector
<input type="checkbox"/> Accounting and finance	<input type="checkbox"/> Insurance
<input type="checkbox"/> Asset management	<input type="checkbox"/> Investment banking / M&A
<input type="checkbox"/> Capital markets	<input type="checkbox"/> Investment consulting
<input type="checkbox"/> Commodities	<input type="checkbox"/> Investor relations / PR
<input type="checkbox"/> Compliance / legal	<input type="checkbox"/> Private banking / wealth management
<input type="checkbox"/> Consultancy	<input type="checkbox"/> Private equity / venture capital
<input type="checkbox"/> Corporate banking	<input type="checkbox"/> Public sector
<input type="checkbox"/> Credit	<input type="checkbox"/> Quantitative analytics
<input type="checkbox"/> Debt / fixed income	<input type="checkbox"/> Real estate
<input type="checkbox"/> Derivatives	<input type="checkbox"/> Research
<input type="checkbox"/> Equities	<input type="checkbox"/> Retail banking
<input type="checkbox"/> Fintech / Information technology	<input type="checkbox"/> Risk management
<input type="checkbox"/> FX and money markets	<input type="checkbox"/> Sales and marketing
<input type="checkbox"/> Global custody	<input type="checkbox"/> Trading
<input type="checkbox"/> Hedge funds	<input type="checkbox"/> Other (please elaborate): _____

2. What skills and knowledge do you want to learn from your mentor? Please tick all apply.

Skills / Knowledge	Skills / Knowledge
<input type="checkbox"/> Adapting and adopting a personal style	<input type="checkbox"/> Problem solving
<input type="checkbox"/> Career development and goal setting	<input type="checkbox"/> Relationship building
<input type="checkbox"/> General management / operation	<input type="checkbox"/> Strategic planning
<input type="checkbox"/> Influencing and negotiating	<input type="checkbox"/> Work-life balance
<input type="checkbox"/> Leadership	<input type="checkbox"/> Working with difficult people
<input type="checkbox"/> Managing conflict in office	<input type="checkbox"/> Working with people from other cultures
<input type="checkbox"/> Managing personal risks	<input type="checkbox"/> Other (please elaborate): _____
<input type="checkbox"/> Organisational development	

3. What interest and hobbies do you enjoy? Please tick all apply.

Interest / Hobby	Interest / Hobby
<input type="checkbox"/> Collecting (coins, stamps, etc.)	<input type="checkbox"/> Reading
<input type="checkbox"/> Computer and electronic gadgets	<input type="checkbox"/> Science
<input type="checkbox"/> Drawing and painting	<input type="checkbox"/> Sports
<input type="checkbox"/> Hiking	<input type="checkbox"/> Travel
<input type="checkbox"/> Movies	<input type="checkbox"/> Wine appreciation
<input type="checkbox"/> Museums	<input type="checkbox"/> Other (please elaborate):
<input type="checkbox"/> Music	

4. In which role do you prefer to work in? Please tick all apply.

Sector	
<input type="checkbox"/> Front Office	<input type="checkbox"/> Back Office
<input type="checkbox"/> Mid Office	<input type="checkbox"/> Other (please elaborate):

5. What spoken language do you prefer to use? Please tick all apply.

Preferred Language	
<input type="checkbox"/> English	<input type="checkbox"/> Cantonese
<input type="checkbox"/> Putonghua	

Part III. Preference of HKSI Institute activities

What types of programme do you prefer the HKSI Institute to organise? Please tick all apply.

Programme	Programme
<input type="checkbox"/> Breakfast meetings	<input type="checkbox"/> Evening programmes (e.g. cocktail, dinner)
<input type="checkbox"/> Luncheon events	<input type="checkbox"/> Other (please elaborate):

Part IV. Code of conduct

The code of conduct has been established for reasons both practical and moral in order to protect mentors and mentees, maintain sensitivity and respect, and protect all parties involved. Any mentors and mentees found in violation of any of the code of conduct will be subject to dismissal from the HKSI Institute Mentoring Programme. By signing this document, you agree that it is within the discretion of the HKSI Institute to determine if you fail to comply with any aspect of the code of conduct.

Please carefully review the codes of conduct to understand appropriate behaviour and all herein contained policies and guidelines. You will be responsible to know and follow all of the following guidelines and policies, and will indicate that you know and agree to follow these policies and guidelines by signing below.

The obligation of mentee to abide by the code of conduct is in force during the programme year.

(A) General code of conduct

1. Punctual participation for events and activities organised over the programme year, i.e. attend inauguration ceremony and at least one of the talks, workshops, or gatherings relating to the programme
2. To uphold the confidentiality requirements of the programme
3. To participate in active evaluation of the programme, including completing surveys and interviews
4. To provide information required by the HKSI institute to analyse or enhance the programme
5. Mentor and mentee should aim to be open and truthful with each other and themselves about the relationship
6. The mentoring relationship must not be exploitative in any way, nor can it be open to misinterpretation
7. Both should respect each other's time and responsibilities, ensuring that they do not impose beyond what is reasonable
8. Both share responsibility for the smooth winding down of the relationship
9. Either may dissolve the relationship – but have responsibility to discuss it first as part of mutual understanding
10. Mentor and mentee should be aware that all records are subject to statutory regulations under the Personal Data (Privacy) Ordinance

(B) Professional code of conduct

1. To always conduct oneself to highest level of ethics, integrity, accountability and responsibility
2. To treat all mentors and mentees with absolute dignity, confidentiality and respect as free and equal individuals
3. To refrain from offering professional advice or information that may be confidential, misleading or where it is not possible to assess its accuracy
4. To endeavour to enhance understanding and acceptance of mentoring wherever appropriate
5. To share skills, knowledge and experience with fellow mentees to further increase the body of knowledge, skills and competencies of such parties
6. To respect all copyrights, agreements, work, intellectual property and trademarks and comply with laws covering such areas
7. Not to intrude into areas the mentor(s) and mentee(s) wishes to keep private

Part V. Communications

1. Successful applicants will receive email notice from the HKSI Institute in October 2018.
2. The Institute will send details of the Mentoring Programme and relevant activities to successful applicants through email and/or Whatsapp.
3. The Institute will create Whatsapp group(s) for the mobile no. provided in Part I to facilitate the communication with the Institute, mentors and/ or other mentees.

Part VI. Disclaimer

The personal data collected in this form will only be used for the purposes set out for the HKSI Institute Mentoring Programme. Your right of access includes the right to obtain a copy of the personal data you provided. In submitting your application, you agree that the information given on this form is, to the best of your knowledge, accurate and complete. You authorise the HKSI Institute to use this information to process your application for the HKSI Institute Mentoring Programme. You understand that the provision of any false or misleading information will lead to disqualification of your application. You agree that the HKSI Institute may use images, photos and videos which feature you and which are generated before, during, or after the programme to publicise the programme. You also authorise the HKSI Institute to share any data provided on your application form with any service providers engaged to conduct workshops or activities for the programme.

- ☐ I have read and understand the above. (Please **tick** the box)
- ☐ I have attached by CV. (Please **tick** the box)

Signature of the Mentee Applicant: _____

Name (Block Letters): _____

Date: _____