

Date: \_\_\_\_\_  
Individual ID.: \_\_\_\_\_  
Handled By: \_\_\_\_\_  
Inputted By: \_\_\_\_\_  
Checked By: \_\_\_\_\_  
Remark : \_\_\_\_\_

## Form for Amendment of Personal Information 更改個人資料表格

Please fill in any necessary amendment in BLOCK LETTERS. Such amendment will be reflected in the applicant's personal profile in the HKSI Institute Online Portal (<https://login.hksi.org/login>) within TWO WORKING DAYS after the receipt of this form.

請用正楷填寫更改之部份。學會將於收到此表格後約2個工作天內更改申請人之個人紀錄。申請人可登入學會電子服務網站 (<https://login.hksi.org/login>) 查閱其已更新之個人資料。

### PART 1: Applicant's Information 第一部份：申請人資料

#### Part 1 All fields are compulsory

第一部份 所有欄目必須填寫

Surname (English) 姓氏 (英文)	Given Name (English) 名字 (英文)
Surname (Chinese) 姓氏 (中文) <i>If applicable</i>	Given Name (Chinese) 名字 (中文) <i>If applicable</i>
Phone Number 電話號碼	Email Address 電郵地址
Year and Month of Birth 出生年份及月份      YY 年      MM 月	

The information provided above is for verification purposes. Amendments to the individual record will only be made if all fields match those in the HKSI Institute Online Portal.  
以上資料僅用作核對之用。學會將核對以上資料是否與申請人於學會電子服務網站之個人紀錄完全相符。若不相符，此申請將不獲處理。

### PART 2: Amendment of Personal Particulars 第二部份：更改個人資料

#### Part 2A

第二(甲)部份

Surname (English) 姓氏 (英文)	Given Name (English) 名字 (英文)
Surname (Chinese) 姓氏 (中文)	Given Name (Chinese) 名字 (中文)

Please provide a copy of deed poll for verification if you would like to change your legal name.  
如你需要更改合法姓名，請提供改名契副本以作核實。

#### Part 2B Please put a "✓" in the "☐" next to your preferred phone number, email address and correspondence address

第二(乙)部份 請在你的首選電話號碼、電郵地址及聯絡地址旁的“☐”加上“✓”

<b>Phone Number 電話號碼</b>		
<input type="checkbox"/> Business Phone Number 公司電話號碼	<input type="checkbox"/> Residential Phone Number 住宅電話號碼	<input type="checkbox"/> Mobile Phone Number 流動電話號碼
<b>Email Address 電郵地址</b>		
<input type="checkbox"/> Business Email Address 公司電郵地址	<input type="checkbox"/> Personal Email Address 個人電郵地址	
<b>Correspondence Address 通訊地址</b>		
<input type="checkbox"/> Business Address 公司地址	<input type="checkbox"/> Residential Address 住宅地址	

#### Part 2C

第二(丙)部份

<b>Current Employment 目前職業</b>	
Company Name 工作機構名稱	Job Title 職位名稱

### PART 3: Accounts Consolidation 第三部份: 帳戶整合

**Part 3 If you have created two or more accounts and intend to merge them into one, please fill in the user name of the account which you decide to keep.**

第三部份 若你之前已登記兩個或以上帳戶，並打算合併成一個帳戶，請填寫你想保留之登入名稱。

User Name 登入名稱

The HKSI Institute will only combine accounts registered by the same person. Accounts consolidation are not reversible and not all accounts are eligible for consolidation.  
本學會只會合併同一人的帳戶。帳戶合併後並不能撤銷及並非所有帳戶均能合併。

### PART 4: Others 第四部份: 其他

### PART 5: Personal Data Collection and Usage Policy 第五部份: 個人資料收集及使用政策

1. You are required to provide your personal data and the information as requested in the application form, where applicable. Please ensure that all information provided is complete and accurate. Otherwise, the HKSI Institute may be unable to consider and process your application.  
你必須提供本表格所要求的個人資料，並確保本表格中提供的所有資料完整且準確，否則本學會可能不考慮及處理閣下之申請。
2. The personal data provided in this form will be used for processing your application for admission, registration, academic and administrative communication, research, statistical and marketing (including direct marketing) purposes. In all such circumstances, please be assured that any personal information you supply will be kept strictly confidential.  
在法律許可情況下，個人資料將會作為報讀申請、註冊、有關學術及行政通訊、研究、統計、市場分析及推廣(包括直接銷售)等用途。你提供的所有個人資料將絕對保密。
3. The HKSI Institute will send urgent messages to you via email and supplemented by other means such as Short Message Services (SMS). It is therefore important that your email address and mobile number are accurate. Any change should be reported to the HKSI Institute immediately. If you have difficulty in receiving urgent message via email/SMS, please contact the HKSI Institute for separate arrangement.  
在緊急情況下，學會將向你發放電郵，或在有需要時附以其他方式，例如短訊以作通知。請準確填寫你的電郵地址及手提電話號碼以便聯絡。如有任何更改，請盡快通知學會提出更新。如你對接收電子郵件或電話短訊通知遇有困難，請聯絡學會，以便作出適當安排。

Signature of Applicant 申請人簽署: \_\_\_\_\_

Date 日期: \_\_\_\_\_

Address 地址: 17/F, Cambridge House, Taikoo Place, 979 King's Road, Quarry Bay, Hong Kong 香港鰂魚涌英皇道979號太古坊康橋大廈17樓

Website 網址: [www.hksi.org](http://www.hksi.org) Email 電郵: [info@hksi.org](mailto:info@hksi.org)