



E-MANAGER ENROLMENT FORM

Please send the complete form **by e-mail** or **by post** together with the required payment

Email: **enrolment@hkipa.org.hk**

By post: **HKICPA, 37/F, Wu Chung House, 213 Queen's Road East, Wanchai. Attn: F&O Dept.**

Payment & Enrolment Status Enquiry: 2287 7381 enrolment@hkipa.org.hk	Course Information Enquiry: 2287 7435 online@hkipa.org.hk	FOR OFFICE USE
--	--	----------------

Section 1 – Personal Particulars ☒ where appropriate. All fields are mandatory unless specified otherwise.

Membership No.: _____, or please specify: ☐ Non-member ☐ GAA Passport Holder

Name of participants: _____ Organization: _____
 Family name *Given name* *(optional)*

Contact information provided below is used solely for communication of the particular event(s), without update to your member profile.

Mobile: _____ E-mail: _____

Section 2 – Event Registration All fields are mandatory.

No.	Course code (e.g. EMGRAD01A0401)	Course Title (e.g. Administrative Professionals: Interacting with Others)
1.		
2.		
3.		
Payment amount	<u>Qty</u>	<u>Unit price with description</u>
	_____ X @ HK\$148 per e-Manager course	HK\$ _____
	_____ X @ HK\$429 for a bundle of 3 e-Manager courses	HK\$ _____
		Total HK\$ _____

Section 3 – Payment ☒ where appropriate. All fields are mandatory.

☐ Cheque (No. _____) payable to **HKICPA** or **Hong Kong Institute of Certified Public Accountants**

☐ BOC HKICPA VISA ☐ BOC HKICPA UnionPay card ☐ Other VISA / MasterCard

Card Number: _____ - _____ - _____ - _____ Card Expiry Date: (MM/YY) ____ / ____

Cardholder's Name: _____ Cardholder's Signature: _____ Date of completing the form: _____

- Note:**
- 3.1 Applications will only be accepted when payment is made by cheque or credit card. Cash is strictly not accepted.
 - 3.2 For cheque payment, please issue separate cheque for each event. For credit card payment, the card should be valid with expiry date at least 1 month from the date of event.
 - 3.3 In order not to delay the process, please ensure payment is made together with your application.
 - 3.4 Payment receipt will be sent to your email address provided above once the payment is confirmed.
 - 3.5 In normal circumstances, the course fee is non-refundable or non-transferrable upon receipt of payment by HKICPA. Should the course be cancelled or postponed due to unforeseeable circumstances, refund will be made according to your payment method. Unsuccessful enrolment will be notified with full refund. For credit card payment, refund will be made directly to your credit card account. For cheque payment, refund will be mailed to your correspondence address.
 - 3.6 Members of HKICPA may access to "MyCPA" to check your enrolment status.

Section 4 – Points to Note

- 4.1 Confirmation of enrolment will be sent to you via email within 2 weeks, in which you will be given your login ID and password. Your login ID and password are for your exclusive use ONLY and you should not share them with anyone.
- 4.2 Unless specified otherwise, the validity of the course is 180 days from the date of successful enrolment, with no limitations on viewing access.
- 4.3 Your personal data collected from the enrolment process and administration of courses/events/activities will be used for the purpose of the administration of the course on which you are enrolled. The provision of personal data by means of this form is voluntary. However, insufficient information may result in an inability to process your application. Such data collected may be accessible by the Institute's officers, persons or committees processing the application and related matters. In addition, the Institute may use the collected data for statistical research and analysis. The Institute intends to use the personal data of your name, email address and correspondence address to inform you, where relevant, of members' benefits, goods, services, facilities and events organized or provided by the Institute or other organizations. Members and registered students may opt out of receiving such materials at any time by logging in via the following link <https://mas.hkipa.org.hk/mycpa/communication/preference>. Non-members may opt out of receiving such materials at any time by sending an email to the Institute at privacyofficer@hkipa.org.hk or a letter to the Institute's privacy officer. For more information about the privacy policy of the Institute, please go to <https://www.hkipa.org.hk/en/Tools/Privacy-policy>.
- 4.4 No unauthorized audio or video recording and/or downloading is allowed for the online courses.
- 4.5 The Institute reserves the right to amend the above terms and conditions without prior notice. In case of any disputes, the Institute reserves the right to make the final decision.

For payment by cheque, please fill-in your postal address for refund.

Name:	Name:
Address:	Address:

