



**HKICPA member or student/  
 IA can only enrol via online**

## Well-being and Stress Management in the Workplace (Interactive Workshop) - HKIAAT/ ICAEW Enrolment Form

Finance & Operations Department,  
 Hong Kong Institute of CPAs,  
 37/F, Wu Chung House, 213 Queen's Road East, Hong Kong

Payment & Enrolment Status Enquiry: 2287 7381 Email: <a href="mailto:finance@hkcipa.org.hk">finance@hkcipa.org.hk</a> Fax no: 2893 9853	Event Information Enquiry: 2287 7386 / 2287 7253 Email: <a href="mailto:cpd@hkcipa.org.hk">cpd@hkcipa.org.hk</a>	<b>FOR OFFICE USE</b> Seq. no.: _____ Handle by: _____
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- 20 January 2014 (W140120F)     22 February 2014 (W140222F)  
 23 January 2014 (W140123F)     8 March 2014 (W140308F)  
 15 February 2014 (W140215F)     22 March 2014 (W140322F)

HKIAAT Membership No.: \_\_\_\_\_ ICAEW Membership No.: \_\_\_\_\_ Status: <sup>(1)</sup> \_\_\_\_\_

### Personal information

Name: \_\_\_\_\_ (Mr./Mrs./Ms.) Organisation: \_\_\_\_\_  
 Position held: \_\_\_\_\_ Email address <sup>\*(2)</sup>: \_\_\_\_\_  
 (Block Letters)  
 Telephone no: \_\_\_\_\_ Fax no.: \_\_\_\_\_  
 Address: \_\_\_\_\_

\* **Email address is for enrolment confirmation purpose. Please refer to note (2) for details.**

Each member can only enrol once for the interactive workshop.

<b>Please fill-in the following details for payment.</b> <b>Fee:</b> <input type="checkbox"/> <b>HK\$750 per HKIAAT / ICAEW member</b> (The fee will only be charged to credit card in case of no show. Please refer to Note 7.) <b>Payment by:</b> <input type="checkbox"/> VISA / MasterCard <input type="checkbox"/> BOC HKICPA UnionPay card																
Card Number:												Card Expiry Date (MM/YY):				
Cardholder's Name (block letters):						Cardholder's Signature:						Date:				
If you require a receipt, please put a "✓" indicate your choice of delivery: <input type="checkbox"/> by email <input type="checkbox"/> by post (to the address as shown below)																
Name :								Name :								
Address :								Address :								

- Notes:**
- Membership Status: **HKIAAT** = HKIAAT Student or Member, **ICAEW** = ICAEW Student or Member
  - Successful applicants will receive confirmation of registration by email at least 3 working days before the event. Unsuccessful applicants will also be notified around the same time. If you have not heard from the Institute regarding your registration 2 working days before the event and if you have other enquiries related to the programme, please make enquiry at 2287 7386 or 2287 7253.
  - NO ADMISSION TICKET will be issued. Please bring your HKICPA membership card or confirmation email for admission purpose.
  - Enrolment will be on a first-come-first-served basis with priority given to those HKICPA/ ICAEW members who are experiencing stress and would like to learn how to manage it. The Institute's decision on the allocation of places is final.
  - Application by fax will ONLY be accepted when payment is made by credit card. Please ensure all the particulars relating to payment are presented, otherwise the application cannot be processed. There is NO need to send in the enrolment form again if it has already been faxed to the Institute.
  - NO CANCELLATION will be entertained after the application is processed.
  - The fee is intended to discourage absence from the enrolled programme. The fee will only be charged to credit card if the successful enrollee has not attended the programme.
  - All scheduled events will be cancelled and postponed to a date to be announced in the event of typhoon signal no. 8 or above or if a Black Rainstorm warning is hoisted. For details of bad weather arrangement for CPD programmes, please refer to the Institute's homepage.
  - The Institute reserves the right to change the venue, date, speaker or to cancel the event due to unforeseen circumstances.
  - Personal data collected from the enrolment process and administration of courses will be used for the purpose of the administration of the course on which applicants are enrolled. 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, for keeping members informed of its services and validation of CPD hours. The Institute intends to use the personal data of your name, email address and correspondence address to inform you of CPD activities, members' benefits, goods, services, facilities and events organized or provided by the Institute or other organizations. For member and registered student you may opt out from receiving such materials at any time by login the following link <https://www.hkcipa.org.hk/en/members-area/comm-preference/>. For non-member you may opt out from receiving such materials at any time by sending an email to the Institute at [privacyofficer@hkcipa.org.hk](mailto:privacyofficer@hkcipa.org.hk) or a letter to the Institute's privacy officer.
  - In applying for places at this event, ICAEW members agree that the data they provide may be transferred by HKICPA to CABA in the UK for course administration and membership verification purposes and vice versa.
  - By submitting the enrolment, applicants have read and agreed the disclaimer stated in the promotional flyer.
  - No unauthorized audio or video recording is allowed at CPD events.