

「學分培訓文憑課程研討會」報名細則  
Registration Terms for Credits Programme Seminars

**報名 Registration**

香港董事學會歡迎會員及非會員報名進修。

The Hong Kong Institute of Directors (HKIoD) welcomes members and non-members to enroll for training courses.

**日期 Dates**

課程時間表為現擬日期，香港董事學會有權於特殊情況下更改或延遲日期。若報讀人數不足 10 人，課程可能改期開辦。如遇改期，香港董事學會將於網上發佈及個別聯絡已報名者。香港董事學會可能因應時需而增開課程，請留意時間表的更新。The timetable presented is subject to change or postponement by HKIoD under special circumstances. If the total number of attendees enrolled is less than 10, a course may be postponed. In case of change of course date, HKIoD will announce on its website as well as individually contact enrolled participants. HKIoD may organise additional courses to meet dynamic needs. Please watch out for updates of schedules.

**訂位安排 Booking**

請於辦公時間電郵或傳真至香港董事學會行政處預留報名。由於座位有限，以收妥支票先訂先得形式進行。開課三日前為最後訂位日期。

Provisional booking may be made by email or fax to HKIoD. As space is limited, booking with Cheque is on a first-come, first-serve basis. Booking closing date: 3 days before course commencement.

**課程費用 Course fees (包括講義及茶點費 including notes and refreshments) HK\$**

訂位數目 Booking Quantity	會員課程費用 Course Fee for HKIoD members	非會員 Non-Member	
		課程費用 Course Fee	加入香港董事學會 Joining HKIoD
1 堂 × 3 小時研討會 One 3-hour Seminar place	\$950	\$1,250	課程完畢後一個月內入會可獲自入會費中扣除最高 \$500。 Within one month after course \$500 maximum credit to joining fees.
2 堂 × 3 小時研討會 Two 3-hour Seminar places	\$1,800	\$2,400	
3 堂 × 3 小時研討會 Three 3-hour Seminar places	\$2,550	\$3,450	
一年內報讀堂數 > 3 堂 × 3 小時研討會: 每位: Above three 3-hour Seminar places within a year: per Seminar place @	\$850	\$1,150	
會員已獲取公司董事文憑或專業文憑者 Members who have obtained Diploma or Professional Diploma in Company Direction	\$600		
2 小時研討會 2-hour Seminar place	\$640	\$940	

如課程規定購買參考書，本會將以原價發售，不另收手續費。  
Reference books, if prescribed by facilitators, will be supplied to attendees by the Institute at no handling charge.

**付款和取消政策 Payment and Cancellation Policy**

必須在上課前以支票繳款，登記費不予退還。如果未能出席，請於開課前三日通知本會，並可轉讓給他人上課或日後選擇其他課程。如果少於三日通知，主辦單位保留收取罰款港幣 500 元的權力。任何人士未能出席可派代表出席，但必須預先通知香港董事學會，若已付會員費用而代表者為非會員，必須支付費用差額。

Full payment by cheque must be made prior to the commencement of a training session.. Registration fees are non-refundable. If cancellation is made 3 days or more before the session date, the payment can be transferred to another attendee or another session at the registrant's own choice. If cancellation is made less than 3 days before the training date, If cancellation is made less than 3 days before the training date, the organizer reserves the right to charge a penalty of HK\$500.

Those unable to attend may send a substitute provided that HKIoD is notified in advance and that the fee difference, if applicable, for a non-member is paid.

**身份認證程序 Identification**

由於出席課程可累積至證書、文憑、並為符合本會會籍的持續專業進修要求、及獲其他團體的評鑒認可所需，故此參加者必須在上課前出示身份證明文件如身份證、護照或其他附有照片的證明文件。敬請參加者遵守身份認證程序。

Attending a training course accumulates credits towards a Certificate, a Diploma, CPD fulfillment for HKIoD membership and accreditation by other bodies. Attendees are requested to comply with identification procedures at check-in time, whereby an identification document, eg HKID card, passport and any other form of identification with a portrait, must be produced.

**個人資料 (私隱) 政策聲明 Declaration of Personal Data (Privacy) Policy**

香港董事學會已實施個人資料 (私隱) 政策，有關資料可向本會索閱或查詢或於網址 www.hkiod.com 上取閱。

HKIoD has adopted a Personal Data (Privacy) Policy. You may contact us for inquiry or request for our policy statement or retrieve the statement in our website www.hkiod.com.

請在填表前細閱「報名細則」，並請清晰地填寫表格全部資料。

Please read the Registration Terms before completing this Registration Form. Please complete this form in full in a legible manner.

致 To: 香港董事學會 The Hong Kong Institute of Directors 電話 Tel: (852) 2889 9986 傳真 Fax: (852) 2889 9982  
香港德輔道中 19 號環球大廈 1008●1008 World-wide House, 19 Des Voeux Road Central, Hong Kong

**報名課程 Course to be enrolled**

日期 Date: \_\_\_\_\_ 課程名稱 Course Title: \_\_\_\_\_

**報名者資料 Data of applicant**

HKIoD 會員 Member: 是 Yes/否 No\*

友好組織會員 Member of kindred organisation: 是 Yes/否 No 組織 Organisation: \_\_\_\_\_

稱號 Addressing title: 先生 Mr/小姐 Miss/女士 Ms/博士 Dr/其他 Others\* \_\_\_\_\_

英文姓名 \_\_\_\_\_ 中文姓名 \_\_\_\_\_

Name in English 姓氏 Surname/Last Name 名字 First/Other Names Name in Chinese

修業證書/文憑上採用的姓名格式

Name format on Certificate/Diploma: \_\_\_\_\_ 公司 Company: \_\_\_\_\_

職銜 Position: \_\_\_\_\_ 地址 Address: \_\_\_\_\_

電話 Tel No: \_\_\_\_\_ 傳真 Fax No: \_\_\_\_\_

流動電話 Mobile: \_\_\_\_\_ 電子郵件 Email#: \_\_\_\_\_

(\* 請刪去不適用者。Please delete where appropriate.)

#  如閣下不想透過電郵接收本會資訊，請在方格內加上“√”號。Please tick the box if you would not like to receive HKIoD information by electronic mail.)

**付費 Payment**

金額 Amount HK\$ \_\_\_\_\_ 付款日期 Payment Date: \_\_\_\_\_

劃線支票抬頭人 Crossed cheque payable: “The Hong Kong Institute of Directors Ltd”.

支票號碼 Cheque No.: \_\_\_\_\_ 銀行 Bank: \_\_\_\_\_

**報名者聲明 Applicant's declaration**

本人謹此聲明在本報名表格中所填報之資料均屬正確無訛。本人已閱讀並完全同意「報名細則」。

I hereby declare that the information I provided in this Registration Form is complete and correct. I have read and agree to the Registration Terms.

報名者簽署 Signature of applicant: \_\_\_\_\_ 日期 Date: \_\_\_\_\_

**培訓課程資料來源 Source of Information about HKIoD Training Programmes**

( 請在方格內加上“√”號，以協助本會推廣培訓課程，謝謝。Please tick the appropriate box to assist HKIoD in promoting training programmes. Thank you. )

- |   |  |
|---|--|
| <input type="checkbox"/> 會員通訊 Members' circulars    | <input type="checkbox"/> 廣告 Advertisement, 報紙 Newspaper: _____   |
| <input type="checkbox"/> 郵寄資訊 Postal direct mailers | <input type="checkbox"/> 新聞報導 News articles, 報紙 Newspaper: _____ |
| <input type="checkbox"/> 電郵資訊 E-mail news           | <input type="checkbox"/> 友人推介 Referral                           |
| <input type="checkbox"/> 香港董事學會網頁 HKIoD website     | <input type="checkbox"/> 其它 Others: _____                        |

**颱風及暴雨的安排**

課程開始前兩小時內如香港天文台懸掛八號或以上暴風訊號又或黑色暴雨警告，課程即自動改期。如果課程開始後才懸掛颱風暴雨訊號八號或以上或黑色暴雨警告，則繼續進行直至完結。

**Typhoon and Rainstorm Arrangements**

A seminar will be automatically postponed if within two hours before commencement time a typhoon signal number 8 or above or a rainstorm black signal is hoisted by the Hong Kong Observatory. If a typhoon signal number 8 or above or a rainstorm black signal is hoisted after the commencement of a training session, the session shall be continued until the end.

每位報名者每一項課程請遞交一份報名表格，表格可影印備用。

For enrolment, please submit one Registration Form for each place in each course. This form may be photocopied for use.