



HKIM Activities Enrolment Form 香港市務學會活動報名表格

自我增值 無限得益
09 活動低於五折

To: HKIM - 3/F, 88 Commercial Building, 28-34 Wing Lok Street, Sheung Wan, Hong Kong
致: 香港市務學會 -- 香港上環永樂街 28-34 號東成商業大廈 3 樓

Fax No: 傳真號碼 **2881 6057**

Participant Information 參加者資料

Event Name 活動名稱	Name 姓名	Company Name 公司名稱	Title 職銜	Contact No. 聯絡電話		Email (must be provided) 電郵(務請提供)	Member No. 會員號碼 Non Member 非會員	Fee 費用 HK\$
				(Office)	(Mobile)			
Correspondence Address 通訊地址							Total 總額:	

Payment Method 付款方式

Cash 現金 Pay in-person at Academy of Management Consultancy Limited.
親臨管理諮詢專業研究學院繳付。

Transfer 轉賬 Deposit the required amount to Academy of Management Consultancy Limited HSBC account 047-829270-838 "Academy of Management Consultancy Limited" and fax the receipt together with this reply slip to HKIM office at 2881-6057. Please bring along a copy of the bank confirmation to the event for inspection.
請將金額存入管理諮詢專業研究學院香港匯豐銀行戶口 047-829270-838 「管理諮詢專業研究學院」並將收據及本表格傳真至 2881-6057。請出席活動時攜帶銀行收據副本。

Cheque 支票 Please prepare the cheque payable to "Academy of Management Consultancy Limited", with the name of participant(s) and the name of event written on the back of the cheque. Please mail the cheque to AMC (AMC address: Academy of Management Consultancy Limited, Room D, 11/F., UWA Building, 18 Connaught Road West, Sheung Wan, Hong Kong) 請於支票抬頭填寫 Academy of Management Consultancy Limited, 並於支票背面寫上參加者姓名及活動名稱, 寄回管理諮詢專業研究學院(地址:香港上環干諾道西 18 號祐華大廈 11 字樓 D 室)

Cheque No. 支票號碼 _____ Amount 金額 HK\$ _____ Bank 銀行 _____

Notes to Participants 參加者注意事項

- Please fax in your enrolment to 2881 6057 or mail to HKIM office. You are obliged to pay after submitting the enrolment form. Please call 2152 3059 if you do not receive any confirmation two days prior to the function. After reservation is confirmed, please be punctual at the assembly location on the event date.
- HKIM reserves the right to cancel the function in case of under-enrolment, to change the speaker, date or venue if necessary.
- No-shows will be charged and payments are non-refundable unless the activity is cancelled by the Institute.
- Enrolments are on a first-come-first-served basis, and it will only be confirmed by full payment.
- Payment can be refunded if cancellation is submitted 7 working days before the activity, and the refund amount is subject to a minimum excess of 5% of the paid enrolment fee or HK\$100 (whichever higher) as handling charge.
- Cancellation with less than 7 working days' notice before the activity is not entitled to any refund.

- 請將報名表格傳真至 2881 6057 或郵寄回本會。表格一經遞交,閣下即須繳交有關費用。閣下如在活動舉行前兩天仍未收到確認通知,請致電 2152 3059 查詢。報名經確認後,請於上述日期及時間於指定地點集合。
- 如報名人數不足,本會保留取消活動之權利。如有需要,本會有權更改講者、日期及時間。
- 除非本會決定取消活動外,參加者如於活動當日缺席,所有已繳交費用一律不獲退還。
- 報名以先到先得形式進行,並以收到全數報名費用方可作實。
- 參加者如於活動 7 個工作天或之前取消報名,可獲退還費用,但需繳付\$100 或退還費用的 5% (以較高價值者準)作為手續費。參加者如在少於活動前 7 個工作天取消報名,則不獲退還任何費用。
- 參加者如在少於活動前 7 個工作天內取消報名,則不獲退還任何費用。

☎ **SERVICE HOTLINE 服務熱線: 2152 3059**

Confirmation Signature 參加者確認簽署	Date 日期	FOR OFFICE USE ONLY	Auth. Code No.	Handled by	Batch No.	Checked by	Entered by
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Please keep your own copy for record. 請保存此頁作紀錄。