



## Registration Form for Executive Training Course

To: Director  
Executive Development Centre  
Room N402, Block N, Hang Seng Management College  
Hang Shin Link, Siu Lek Yuen, Shatin, HK

# REGISTRATION FORM

Reference Number: \_\_\_\_\_

### Course Information

Course Code: \_\_\_\_\_ Course Name: \_\_\_\_\_ Fee (\$): \_\_\_\_\_

Course Code: \_\_\_\_\_ Course Name: \_\_\_\_\_ Fee (\$): \_\_\_\_\_

Course Code: \_\_\_\_\_ Course Name: \_\_\_\_\_ Fee (\$): \_\_\_\_\_

Total (\$): \_\_\_\_\_

### Personal Particulars

Prefix: \_\_\_\_\_ Sex:  Male  Female

Full Name in English: \_\_\_\_\_ Full Name in Chinese: \_\_\_\_\_

Address: \_\_\_\_\_

Mobile Tel: \_\_\_\_\_ Email Address: \_\_\_\_\_

### Organization/ Company Information

Organization/ Company: \_\_\_\_\_

Job Title: \_\_\_\_\_ Office Tel: \_\_\_\_\_

Company's Address: \_\_\_\_\_

### Payment Information

Cheque - Please make crossed cheque(s) payable to "Hang Seng Management College":

Bank Name: \_\_\_\_\_ Cheque Amount: \_\_\_\_\_

Cheque Number: \_\_\_\_\_

Bank Transfer - Please arrange bank transfer to:

Beneficiary Bank: Hang Seng Bank Limited  
Account Name: Hang Seng Management College

Account No. : 787-087808-002



\*Please mail the crossed cheque/ payment slip together with this completed registration form to Hang Seng Management College – Executive Development Centre with below details:

1. Your full name as listed on this registration form
2. Your contact details including mobile phone and email address
3. The registered course name(s) & course code(s). (Please list out all enrolled course code(s).)

**Discount Category:** (if applicable)

<input type="checkbox"/> <b>Early-bird</b>	<input type="checkbox"/> <b>HSMC/ HSSC Alumni , Graduation Year:</b> _____
	<input type="checkbox"/> <b>Employee from Friends of EDC-Corporate/ Friends of EDC as listed on EDC website</b> <b>Organisation /Unit Name:</b> _____
	<input type="checkbox"/> <b>Other applicants</b>
<input type="checkbox"/> <b>After early-bird</b>	<input type="checkbox"/> <b>HSMC/ HSSC Alumni, Graduation Year:</b> _____
	<input type="checkbox"/> <b>Employee from Friends of EDC-Corporate/ Friends of EDC as listed on EDC website</b> <b>Organisation /Unit Name:</b> _____
	<input type="checkbox"/> <b>Apply 2 courses or above</b>
<input type="checkbox"/> <b>Other</b>	<input type="checkbox"/> <b>Subscription from LinkedIn</b>

## Admissions Information

### General:

- Registrations are on a first-come-first-serve basis, priority will be given to those who have paid the full admission fee with a completed registration form.

### Confirmation:

- A receipt confirmation will be issued and emailed within 7 days once the cheque and registration form are received.
- A written confirmation of the course will be emailed 7 days before the course commences.
- Delegates should contact EDC at *email: EDC@hsmc.edu.hk* or *tel : (852) 3963 5098/81* if he/she has not received the above confirmation according to the specified schedule.

### Cancellations:

- No cancellation is allowed once the written confirmation is issued and sent to the applicant.
- Registered courses are neither transferable nor refundable unless the course is cancelled. EDC reserves the right to cancel or reschedule a course if the minimum enrolment is not met. Further notice will be sent to the applicant by email.
- No refund, make-up class or alternative compensation will be given to course participant under any circumstances for their class absences. This includes but not confined to illness, truancy or other personal/ work commitments.
- No refund, make-up class or alternative compensation will be given for class cancelations on circumstances beyond Hang Seng Management College's control. This includes but not limited to outbreak of riot, civil commotion, epidemic, natural disaster, unanticipated class disruption such as necessary building evacuation stemming from fire.
- When Typhoon Signal No.8 or above/ Black Rainstorm Signal in forced or expected to be hoisted within two hours before the course scheduled time, the course will be cancelled. The course will be rescheduled, with no refund. Please refer to 'Special Weather Arrangement' for details on EDC website.



### Incurring Expenses:

- Any bank charges and/or expenses incurred due to bounced cheques will be borne by the participants.

### Photo/ Video Rights:

- Executive Development Centre of Hang Seng Management College reserves the right to use photos or video footage taken in the course activities for promotion and publicity use.

I have read and agreed with the Admission Terms and Conditions.

**\*\*Hang Seng Management College reserves the right to amend the Admission Terms and Conditions, when necessary, without prior notice. Please check our website for the latest terms and conditions.**

### Personal Information Collection Statement

To keep you abreast of Executive Development Centre's news, we shall deliver information about our activities, benefits, services, seminars or courses via your contact details, including email address or phone number.

If you do not wish to receive above information, please tick here.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Remarks: Executive Development Centre (EDC) of Hang Seng Management College reserves the right to use photos or video footage taken during the course /activities for promotion and publicity use.*

If you do not agree, please tick here.

### Other Information

I know about this course through:

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Direct Email     | <input type="checkbox"/> Company / Member Association | <input type="checkbox"/> Friend(s)           |
| <input type="checkbox"/> Facebook         | <input type="checkbox"/> LinkedIn                     | <input type="checkbox"/> Magazine/ Newspaper |
| <input type="checkbox"/> Poster /Leaflets | <input type="checkbox"/> Website                      | <input type="checkbox"/> Other: _____        |

Please indicate your interested categories for future Training Courses (you can tick more than one choice):

- |  |  |                                       |
|--|--|---------------------------------------|
| <input type="checkbox"/> Accounts      | <input type="checkbox"/> Arts Appreciation             | <input type="checkbox"/> Big Data     |
| <input type="checkbox"/> Communication | <input type="checkbox"/> Finance                       | <input type="checkbox"/> Language     |
| <input type="checkbox"/> Leadership    | <input type="checkbox"/> Management                    | <input type="checkbox"/> Marketing    |
| <input type="checkbox"/> Mediation     | <input type="checkbox"/> Insurance                     | <input type="checkbox"/> Social Media |
| <input type="checkbox"/> Soft skills   | <input type="checkbox"/> Others, please specify: _____ |                                       |

### Contact Us

Tel: (852)3963 5098/ 081

Email: [edc@hsmc.edu.hk](mailto:edc@hsmc.edu.hk)

Website: [EDC.hsmc.edu.hk](http://EDC.hsmc.edu.hk)

[Facebook: edchsmc](#)

[Linkedin: edc hsmc](#)

### Address:

Executive Development Centre, Hang Seng Management College  
Room N402, Block N, Hang Shin Link, Siu Lek Yuen, Shatin, NT, HK