



# Enrolment Form

## 報名表

由本院填寫 For HKPC Internal Use

Academic	Experience	Others

Checked By:	Date:
Approved By:	Date:

請以正楷填寫此表格 Please complete this form in BLOCK LETTERS

課程編號 Programme Code :	課程名稱 Programme Title :	學費 Programme Fee:

## 甲部 (Part A) 申請者資料 Applicant Information :

中文姓名 (先生/小姐/太太/女士*) 必填 :	_____		
Chinese Name (Mr./Miss/Mrs./Ms*) Mandatory :	(必須與香港身份證/護照相同 Must be the same as shown on ID card/Passport)		
英文姓名 :	_____	_____	_____
Name in English :	姓 Last Name	名 First Name	(必須與香港身份證/護照相同 Must be the same as shown on ID card/Passport)
公司名稱 :	_____		
Company Name :			
職位 :	_____		
Position :			
其他聯絡電話 :	_____	手提電話 :	_____
Other Phone Number :		Mobile Number :	
電郵地址 :	_____		
E-mail Address :			
通訊地址 :	_____		
Correspondence Address :	室 Room/Flat	樓 Floor	座·大廈 Block, Building
屋苑·街道 Estate, Street/Road			地區 District

## 乙部(Part B) 繳費方法 Method of Payment :

請選擇一項 Please select one only	*請刪去不適用者/Please delete whichever is inappropriate
<input type="checkbox"/> 現金 Cash / 易辦事 EPS / 離線支付 Google Pay, Apple Pay, WeChat Pay, Alipay Offline (請親臨本局辦理 Must be made in person at enrolment counter)	
<input type="checkbox"/> Visa/萬事達卡 MasterCard (請親臨本局辦理或授權本局轉賬 Must be made in person at enrolment counter or authorize HKPC to handle money transfer)	
<input type="checkbox"/> 網上繳費 Online payment (申請人可以 VISA 或萬事達卡繳付學費 Course fees can be paid by VISA or Mastercard)	
<input type="checkbox"/> 支票號碼 Cheque No. : _____ (公司 Company / 私人 Private*) (支票請劃線, 抬頭人為「香港生產力促進局」。The cheque has to be crossed and made payable to the "Hong Kong Productivity Council.")	

## 聲明 Declaration :

本人聲明在此報名表格及隨附文件所載的資料, 依本人所知均屬完整、真實及準確。本人已細閱並接受報名表內的所有條款及細則。

I declare that all information provided in this enrolment form and the accompanying documents are, to the best of my knowledge, true, accurate and complete. I have read and accepted all the terms and conditions of this enrolment form.

- 本人不同意香港生產力促進局使用本人的個人資料, 包括但不限於姓名、年齡、性別、電話號碼、職位、繳費資料包括信用卡資料 (如適用)、學術及專業資格及電郵地址 ("個人資料") 於推介本局最新發展、工業支援服務、顧問服務、培訓課程及相關的活動及其他由生產力局的推廣活動的用途。I do not consent to the proposed use of my personal data including, without limitation, name, age, gender, phone number, job title, payment details including credit card information (where applicable), academic and professional qualification and email address ("Personal Data") for the purpose of sending me information relating to HKPC's latest developments, industry support services, consultancy services, training courses and related events, and other marketing activities as may be organized by HKPC.

申請者簽名 Applicant's Signature :

日期 Date :

## 丙部(Part C) 問卷調查 Survey

請問閣下如何得悉本院的課程資料？(可選多於一項) Where did you get the information about this programme? (May select more than one option)

- |  |  |
|--|--|
| <input type="checkbox"/> 生產力局 / 生產力學院網站 HKPC website / Academy website | <input type="checkbox"/> 搜索引擎 Online Search                    |
| <input type="checkbox"/> 社交媒體 Social Media Posts                       | <input type="checkbox"/> 相關行業協會 Related Industry Associations  |
| <input type="checkbox"/> 推廣電郵 Promotional Email                        | <input type="checkbox"/> 生產力局職員 Direct contact from HKPC staff |
| <input type="checkbox"/> 公司推介 Referral by company / HR                 | <input type="checkbox"/> Others 其他：_____                       |
| <input type="checkbox"/> 網上廣告 Online Advertisement                     |  |

請選擇閣下希望接收本局哪個範疇的資訊 (可選多於一項) Please indicate which area(s) of information you would like to get from HKPC

- |   |   |
|---|---|
| <input type="checkbox"/> 創新製造技術及管理 Advanced Technology & Smart Management           | <input type="checkbox"/> 工業 4.0 及企業 4.0 Industry 4.0 & Enterprise 4.0 |
| <input type="checkbox"/> 人工智能、數碼轉型及網絡安全 AI, Digital Transformation & Cyber Security | <input type="checkbox"/> 市場營銷及傳播 Marketing & Communications           |
| <input type="checkbox"/> 創意設計及時尚生活 Creative Design & Lifestyle                      | <input type="checkbox"/> 國際標準及風險管理 Risk, Regulatory & Compliance      |
| <input type="checkbox"/> 環境、安全及可持續發展 Environment, Safety & Sustainability           | <input type="checkbox"/> 科學、科技、工程及數學教育 STEM                           |
| <input type="checkbox"/> 財務、法律及人力資源 Finance, Legal & HR                             | <input type="checkbox"/> 物流及供應鏈管理 Supply Chain & Logistics            |
| <input type="checkbox"/> 企業培訓及領袖發展 Growth Management & Leadership                   | <input type="checkbox"/> 工程及物業管理 Technical Engineering & Facilities   |

### 報名程序

請填妥報名表、連同相關課程需要的文件及費用，親身或以郵遞方式遞交。

郵寄地址：九龍達之路 78 號生產力大樓香港生產力促進局生產力學院 (請於信封面註明報讀課程名稱及編號。)

#### 條款及細則：

- 學費必須連同報名表(可用影印本)於開課前一併繳交，否則報名無效。
- 本局在收妥費用後，將發出付款收據予申請人，惟本局對郵遞付款收據的任何遺失事故，概不負責。如申請人以支票繳費，所繳交款項須經過銀行結算後方可作實。
- 所收集的個人資料將會作入學申請、登記、學術、行政、研究、統計及市場分析及用於推介本局最新發展、工業支援服務、顧問服務、活動和培訓課程的用途。個人資料會嚴格保密處理。除非獲得閣下的同意，本局不會將個人資料轉移予第三者。本局已制定收集、使用及保留個人資料的政策，於報名處供索閱，閣下亦可向本局個人資料管理主任查詢。
- 除非本局於以下期限前收到申請者書面通知退學，否則已繳學費(不論全費或部份)概不退還：
  - 由本地講師教授的課程，最少於開課前五個工作天通知
  - 由外地講師教授的課程，最少於開課前十五個工作天通知閣下申請退還學費需繳交手續費二百元正。如申請者以信用卡繳交學費，則需額外支付學費約 4% 作銀行手續費用。
- 閣下可提名他人代替其本人出席課程，惟事先須得本局同意。閣下不可轉換其他課程。
- 生產力局保留在任何情況下及以任何原因拒絕任何入學申請的權利。閣下繳付學費後，仍須符合入學的所有條件，其申請方可獲得接納。
- 生產力局保留在有需要的情況下更改講師及/或課程內容、授課地點、日期及/或時間的權利。
- 颱風及黑雨警告：如課堂時間是在早上(09:00-13:00)、下午(14:00-17:00)或晚間(18:30-22:00)，將在下列情況下取消：(一)八號或以上颱風訊號或黑色暴雨警告訊號在早上 6:00、11:00 或下午 4:00 仍然懸掛；或(二)香港天文台在早上 6:00、11:00 或下午 4:00 或之後，宣佈將懸掛八號或以上颱風訊號或黑色暴雨警告訊號。本局將盡早通知閣下補課的日期及時間。
- 本局保留更改以上“條款及細則”的權利。以上“條款及細則”內容均以本院課程單張及網頁公佈之最後更新版本為依歸。

### ENROLMENT PROCEDURE

Please complete and send this enrolment form with requisite documents and fee to the Council in person or by mail.

Mailing Address: HKPC Academy, Hong Kong Productivity Council, HKPC Building, 78 Tat Chee Avenue, Kowloon. (Please mark the programme title and programme code on the envelope.)

#### Terms and Conditions:

- Programme fee must be submitted together with this form (or photocopy of this form) before programme commencement, otherwise enrolment will be rejected.
- Receipts will be issued for fees paid but HKPC will not be responsible for any loss of receipt sent by mail. Receipt of cheque payment is subject to bank clearance.
- Personal Data collected will be used for processing your application for admission, registration, academic, administrative, research and statistical purposes and will also be used for marketing purposes, specifically for the purpose of sending you information relating to HKPC's latest developments, industry support services, consultancy services, events and training programmes. Personal Data will be treated in strict confidence. Unless otherwise agreed by you, HKPC will not transfer Personal Data to any third parties. HKPC implements a policy governing the collection, use and retention of Personal Data, which is made available at the enrolment counter. You may also contact Personal Data Controlling Officer of HKPC for further details.
- Enrolment fee (in full or in part) is not refundable except if HKPC is notified in writing of your withdrawal:
  - at least 5 working days before the programme commencement for training program run by local speaker
  - at least 15 working days before the programme commencement for training program run by overseas speakerA handling charge of HK\$200 will be levied. For payment made by credit card, an additional bank charge of around 4% of the enrolment fee will be imposed.
- You may, subject to the prior approval of HKPC, nominate a person to attend the programme on your behalf. Programme switching request will not be accepted.
- HKPC reserves the right to reject any application in any circumstances and for whatever reasons. Payment of fees should only be construed as conditional acceptance of application. To be accepted for any application, you are required to fulfill the admission requirements.
- HKPC reserves the right to replace the speaker and/ or change the contents, venue and/or time as may be necessary.
- Classes in the morning (09:00-13:00), afternoon (14:00-17:00) or evening (18:30-22:00) will be cancelled if:
  - (1) Tropical Cyclone Signal No.8 or above OR Black Rainstorm Warning remains hoisted after 6:00 a.m., 11:00 a.m. and 4:00 p.m. respectively; OR
  - (2) Tropical Cyclone Signal No.8 or above OR Black Rainstorm Warning is announced by the Hong Kong Observatory to be hoisted at/after 6:00 a.m., 11:00 a.m. and 4:00 p.m. respectively.You will be notified of the re-scheduling arrangement as soon as possible.
- These terms and conditions are subject to revisions as may be set out in the programme pamphlets and the latest updates in the Institute's website.