

The Hong Kong Institute of Surveyors  
Suite 801, Jardine House  
One Connaught Place  
Central, Hong Kong

## STANDARD RESERVATION FORM

Event Date: \_\_\_\_\_ Event Code: \_\_\_\_\_

Event Name: \_\_\_\_\_

### Member details

Surname: \_\_\_\_\_ Other names: \_\_\_\_\_

Grade of membership\*: F□, M□, TA□, P□, TT□, S□ HKIS no.: \_\_\_\_\_

Division\* : BS□, GP□, LS□, PD□, PFM□, QS□

Postal address (only to be completed if the address is different from your membership record details):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tel no.: \_\_\_\_\_ Fax no.: \_\_\_\_\_ E-mail: \_\_\_\_\_

### **Payment method**

I enclose a cheque payable to "Surveyors Services Ltd." Cheque no. \_\_\_\_\_ Amount HK\$ \_\_\_\_\_

Please charge my HKIS Titanium MasterCard/Visa Platinum Card (Shanghai Commercial Bank Limited)

Please charge my American Express Card

Ref.: [ ]

#### **To: Credit Card Service Department**

I would like to pay the reservation fee HK\$ \_\_\_\_\_ to Surveyors Services Limited by charging my Credit Card account as follows:

Cardholder Name: \_\_\_\_\_ HKIS No. \_\_\_\_\_

Card Number: [ ][ ][ ][ ]-[ ][ ][ ][ ]-[ ][ ][ ][ ]-[ ][ ][ ][ ] Expiry Date: \_\_\_\_ / \_\_\_\_

Cardholder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<i>For Bank Use Only</i>	<i>Approved by :</i>	<i>Date:</i>
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### **Notes:**

- 1 A separate reservation form is required for each event/ application. Photocopies of the form are acceptable.
- 2 Reservations should be returned by post/ by hand to the HKIS office.
- 3 Payment can be made by cheque or by Credit Card (Shanghai Commercial Bank Ltd./American Express)
- 4 A **separate** cheque or Credit Card payment instruction form is required for each event/ application.
- 5 Reservation by fax, telephone and cash payment is not acceptable.
- 6 For number of seats or priority of allocation of seats, please refer to the individual event details.
- 7 Reservation cannot be confirmed until one week prior to the event.
- 8 An official receipt/ admission ticket, which must be presented at the event, will be returned by post upon confirmation of reservation.
- 9 Incomplete or wrongly completed reservation forms will not be processed.
- 10 In the event a Typhoon Signal No. 8 or above or Black Rainstorm Warning is hoisted, the event will be postponed and a new arrangement will be announced. Should the aforesaid warnings be lowered 4 hours before the event, the event will proceed as normal.
- 11 If you have not received any reply from our Institute within 7 days of the event, you may call HKIS at 2526 3679 to check the progress of your reservation.