Registration Form
For

# The Hong Kong Institute of Surveyors

# One Day Seminar on Contract Management

## From Scratch to End

From Scratch

# One Day Seminar on Contract Management

## REGISTRATION FEE

HK$150 (Members of organizing institutions);
HK$300 (Non-members)
The fee includes a copy of the seminar proceeding and coffee break refreshments. Lunch is not included.

## REGISTRATION PROCEDURE

For registration, please complete the Standard Reservation Form. Fax, telephone and cash reservations are NOT accepted. A separate cheque is required for each application/event.

The completed registration package (i.e. completed Standard Reservation form and payment in cheque, if any) should be mailed to the following address:

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

Registration will be accepted on a first-come-first-served basis, with priority given to the members of the organizing professional bodies. Incomplete application packages will not be accepted.

## ENQUIRIES

For enquiries, please contact Ms Donna Yu at 2526 3679.

## REMARKS

- The seminar will be conducted in English.
- There will be no refunds for any cancellation upon successful registration.

To End

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: _____

| *For Bank Use Only* | *Approved by :* | *Date:* |
|---|---|---|

## 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.