

The Hong Kong Institute of Surveyors
Room 1205, 12/F., Wing On Centre
111 Connaught Road Central
Sheung Wan, Hong Kong

STANDARD RESERVATION FORM

Event Date(s): _____ Event Code: _____

Event Name: _____

Member details

Surname: _____ Other names: _____

Grade of membership*: F , M , A , P , S , Full Time Student , Non-member

Division* : BS , GP , LS , PD , PFM , QS HKIS no.: _____

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

Tel no.: _____ Fax no.: _____ E-mail: _____

Payment method (The reservation fee is non-refundable and non-transferrable)

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 Payment by PalPay is also acceptable after reservation is confirmed (HKIS members only). Please register in our web site before the closing date for each event.
- 6 Reservation by fax, telephone and cash payment is not acceptable.
- 7 For number of seats or priority of allocation of seats, please refer to the individual event details.
- 8 Reservation cannot be confirmed until one week prior to the event.
- 9 An official receipt/ admission ticket, which must be presented at the event, will be returned by post upon confirmation of reservation.
- 10 Incomplete or wrongly completed reservation forms will not be processed.
- 11 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.
- 12 If you have not received any reply from our Institute within 7 days of the event, you may call the HKIS office at 2526 3679 to check the progress of your reservation.