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): 09/12/2017 Event Code: 2017209

Event Name: Property & Facility Management Division 2017 Annual Conference-Property & Facility Management in 22nd Century

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.:_____

Supporting Organization: _____

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)

(American Express Card payment and cheque are applicable for non- members.)

☐ 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. 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.