

Registration form



Surveyors acting as experts in commercial rent determinations

Date: Wednesday 2 December 2015

Venue: Hong Kong General Chamber of Commerce 22/F United Centre, 95 Queensway, Hong Kong

Deadline for registration: Monday 30 November 2015

Delegate fees

HKIS/RICS member \$150

Non-HKIS/RICS member \$180

To register, please complete this form and return it with payment to Ms Iris Chan at **t** +852 3759 4105 / **f** +852 2537 2756 or **e** ichan@rics.org

Delegate information

Surname _____

Given Name _____

Membership No. (HKIS/RICS): _____

Company _____

Correspondence Address: _____

Tel _____

Mobile _____
(For use in an emergency on the day of the event)

Email _____
(Please write your email clearly)

Terms and Conditions

- The organiser reserves the right to cancel or reschedule the function at its discretion
- Applicants will only receive an e-mail notification from the RICS office to confirm their registration status. Should you not received an e-mail confirmation prior to the event, you are advised to call the RICS office at +852 3759 4105 to inquire about the status of your registration
- No refund is made for cancellation or "no show" but a substitute delegate may be permitted, please inform RICS at least one day prior to the event
- In the event a Typhoon Signal No. 8 or above or Black Rainstorm Warning being hoisted, the event will be postponed and details will be announced in due course. Should the aforesaid warnings be lowered before 12:00 noon on the date of event, the event will proceed as scheduled
- Seat(s) will be confirmed upon receipt of completed registration form and payment
- Please ensure the exact amount is deposited as no change or refund will be provided
- Separate payment cheque should be prepared for individual event
- Incomplete and incorrectly completed registration form will not be processed
- Attendance certificate and receipt will be emailed to participants within 10 working days after the event. Please inform RICS immediately if you do not receive the relevant documents within the said period. Any requests made 30 days after the event will not be accepted.
- CPD is an essential part of being a professional. All RICS/HKIS members are required to complete and register for a minimum of 20 hours of CPD online each year.

RICS Data Protection Policy

RICS will always make sure you receive compulsory communications such as those relating to the administration of your membership, renewal notices, regulation and conduct, practice and guidance notes and AGM information.

Furthermore, RICS would like to use the contact details that you have provided to us in relation to the communications described below (including by email/telephone, where appropriate). Please tick the relevant boxes below:

If you **do not wish** to receive additional communications from RICS about membership and the profession, tick here

If you **do not wish** to receive additional communications from RICS about RICS conferences, events, products, services and training (some of which may complement your CPD requirements), tick here

If you **do not wish** to receive additional communications from RICS detailing offers from third parties with whom we have negotiated special deals for members*, tick here

RICS would like to pass your details (including email address and phone number) to selected third parties pre-approved by RICS so that they can let you know from time to time about their offers, products and services. Please tick here if you **do wish** to receive communications from these third parties by email, by post and by phone

Methods of Payment

1. By Cheque

Please mail a crossed cheque made payable in Hong Kong dollar to "**RICS International Ltd**" together with the completed registration form to Ms Iris Chan at **Room 3707-09, Hopewell Centre, 183 Queen's Road East, Wanchai, Hong Kong.**

2. By Credit Card

Please fill in the attached credit card authorization form and fax to RICS HK office +852 2537 2756



Credit Card Authorization form

Name of event / seminar

Surveyors acting as experts in commercial
rent determinations

Event date

2 December 2015

To RICS

Membership number

1. Name of cardholder

2. Full address of cardholder

Telephone

Email Address

3. Visa/MasterCard * card number

**(Delete as appropriate)*

Start date (if applicable)

Expiry date

Card verification code (a 3-4 digit number
located on the back of the card)

4. Total amount

\$150 (HKIS/RICS member);

\$180 (non-member)

I authorise RICS to charge my Visa/MasterCard amounts as detailed above upon the approval of my application for membership also attached.

Signature

Date