

保險中介人持續專業培訓

Continuing Professional Development ("CPD")  
for Insurance Intermediaries



Course Registration Form

Course Details		* Required fields
* Course Title:		
* Course Code:	Name of Referral:	
* Course Fee:	Promotional Code:	

Personal Data		
* Salutation: Mr. Ms Miss Mrs Prof. Dr.		
* Name in English:	* 姓名 (中文):	
* H.K.I.D. Number:	* Email:	
* Mobile Number:	* Telephone Number:	* Facsimile Number:
Work Personal	Work Personal	Work Personal
* Postal Address:		
Company / Organization:		Position / Job Title:

Payment Information	<i>Check this box if you require printed payment receipt:</i>
I will settle the payment by:	
Cheque, Cheque Number: ( )	(Please made payable to : "Heepon Company Limited")
Bank Transfer / Deposit	(HSBC 匯豐銀行 : 165 – 718354 – 001)

Declaration and Signature
I have read and agree with the Terms and Conditions listed on the overleaf of this form. I consent to the use of Personal Data on Direct Marketing for the purpose as stated on the overleaf of this form.
Signature: _____ Date: _____

Please turn over for the Terms and Conditions. Thank you for registering our Course.

### Personal Data Collection Statement

When register a course with us, the delegate's Personal Data collected will be stored in our database which we will NEVER sell, share or otherwise distribute to any third parties other than staffs internally within our company; or with our subsidiaries and affiliated entities on a need-to-know basis. When the delegate made a consent to allow us to use his/her Personal Data for Direct Marketing purposes, this included but not limited to the promotion of our services, events, programmes, activities, seminars, courses, conferences; for the purpose of training, education, career advancement, talent management, competitive enhancement, professional development and entertainment.

Should the delegate no longer wishes to receive any further promotional messages, please specify the type of marketing channels (post, email, facsimile, text message or telephone call) he/she would like to be excluded and inform us via facsimile to +852 2148 2183, email to [cpd@heepon.hk](mailto:cpd@heepon.hk) or post to Room 1802, Wing Kwok Centre, 182 Woosung Street, Jordan, Kowloon.

### Course Registration Terms and Conditions

**General** – Registrations are accepted on a first-come-first-serve basis. The Course Fee includes Course Materials and Certificate of Attendance. Printed Payment Receipt will only be issued upon request.

**Confirmation** – A written Confirmation will be issued upon the received of the full payment and the Course Registration Form, it will either be sent by facsimile or by email. Delegates are advised to contact us if he/she have not received the Confirmation Seven days prior to the scheduled Course.

**Cancellation/Transfer Policy** – NO cancellation is allowed once we have issued a written Confirmation. The Course Fee is NOT refundable but nomination of replacement delegate is allowed.

**Attendance Policy** – All attendees be awarded a Certificate of Attendance after course. One hour of activity participation will generally be awarded one CPD hour. One CPD hour should be deducted where a participant is late for 15 minutes or more. If the participant has not attended the CPD activity in full, he/she should only be proportionately awarded the number of CPD hours with respect to the hours that he/she has attended. Additional Certificate of Attendance/Letter of Verification of Attendance can be issued at price of HK\$50.00 per copy.

**Incurred Expenses** – Any bank charges and/or expenses incurred as a result of bounced cheque/bank transfers will be borne by the Registrant. Registrant is advised to pay the sufficient fee.

**Adverse Weather Arrangement** – In event of Typhoon Signal Number Eight or above/Rainstorm Black Warning is in forced or expected to be hoisted within Two hours before the scheduled Course Time, the Course will be cancelled and rescheduled by further written notice.

**Disclaimer** – Heepon Company Limited reserves the right to amend the Course Title, Agenda, Presenter(s), Accreditation(s), Venue, and Fee should the need arise; reschedule or cancel any Courses without any advanced notice; the Course Registration Terms and Conditions and has the final decision on all matters and disputes.

### Registration Methods

Facsimile to : +852 2148 2368

Email to : [cpd@heepon.hk](mailto:cpd@heepon.hk)

Online at : <http://www.heepon.hk>

Post to : Room 1802, Wing Kwok Centre,  
182 Woosung Street, Jordan, Kowloon

When register with this Business Reply, please make sure all edges are SEALED with tape and ensure payment details are enclosed. Alternatively you may choose to glue the below section on a white envelope covering all elements, we recommend a DL-sized envelope to ensure the Post Office's proper handling.

HEEPONCPD201404

# 協安 HeepOn

Telephone: +852 2148 2183 | Facsimile: +852 2148 2368 | Email: [cpd@heepon.hk](mailto:cpd@heepon.hk) | Website: <http://www.heepon.hk>  
Postal Address: Room 1802, Wing Kwok Centre, 182 Woosung Street, Jordan, Kowloon

STAMP

## Heepon Company Limited

Room 1802, Wing Kwok Centre  
182 Woosung Street  
Jordan, Kowloon

Attn: Registration for CPD Courses