

## 報名表 Enrolment Form

**請以正楷填寫此表格 Please complete this form in BLOCK LETTERS.**

課程 Programme :

課程編號 Programme Code :	課程名稱 Programme Title :	學費 Programme Fee:

**甲部 (Part A) 申請者資料 Applicant Information :**

中文姓名 (先生/小姐/太太/女士*) : Chinese Name (Mr./Miss/Mrs./Ms*) :			
英文姓名 : Name in English :	姓 last name	名 first name	(必須與香港身份證/護照相同 Must be the same as shown on ID card/Passport)
公司名稱 : Company Name :			
職位 : Position :			
最高教育程度 Highest Achieved Education Level ( 請選擇一項。 Please select one only.) :			
<input type="checkbox"/> 小學 Primary School <input type="checkbox"/> 中學 Secondary School <input type="checkbox"/> 文憑至副學位 Diploma to Associate Degree <input type="checkbox"/> 學位 Degree <input type="checkbox"/> 研究院或以上 Postgraduate			
辦事處電話 : Office Telephone :	手提電話 : Mobile No. :	住宅電話 : Home Telephone :	
電郵地址 : E-mail Address :		傳真 : Fax :	
通訊地址 : Correspondence Address :			

**乙部 (Part B) 繳費方法 Method of Payment :**

請選擇一項 Please select one only	
<input type="checkbox"/> 現金 Cash	
<input type="checkbox"/> 支票號碼 Cheque No. : _____ , ( 公司 Company / 私人 Private* ) 。 (支票請劃線, 抬頭人為「香港生產力促進局」。The cheque has to be crossed and made payable to the "Hong Kong Productivity Council.")	
Is The programme fee sponsored by your employer? 課程費用由僱主贊助?	
<input type="checkbox"/> YES 是	<input type="checkbox"/> NO 否

\*Please delete whichever inappropriate / 請刪去不適用者

**聲明 Declaration :**

本人聲明在此報名表格及隨附文件所載的資料, 依本人所知均屬完整真確。

I declare that all information provided in this enrolment form and the attached documents are, to the best of my knowledge, accurate and complete.

本人已細閱並接受報名表內「重要通知」的所有條款及細則。

I have **read and accepted** all the terms and conditions of the "Important Note" in this enrolment form.

申請者簽名  
Applicant's Signature : \_\_\_\_\_

日期  
Date : \_\_\_\_\_

## 報名程序

請填妥報名表、連同相關課程需要的文件及費用，親身或以郵遞方式遞交。

郵寄地址：九龍達之路 78 號生產力大樓香港生產力促進局生產力培訓學院（請於信封面註明報讀課程名稱及編號。）

## 重要通知：

1. 報名表(可用影印本)必須連同學費於開課前一併繳交，否則報名無效。
2. 本局已實施個人資料(私隱)政策，有關資料單張可於報名處索閱。
3. 本局建議申請者以信用卡、易辦事或支票繳交學費。學費收據以本局機印方為有效，支票收妥作實。
4. 除非本局於以下期限前收到申請者書面通知退學，否則已繳學費概不退還：
  - 由本地講師教授的課程，最少於開課前五個工作天通知
  - 由外地講師教授的課程，最少於開課前十五個工作天通知申請者申請退還學費需繳交手續費二百元正。
5. 申請者可提名他人代替其本人出席課程，惟事先須得本局同意。
6. 香港生產力促進局保留在任何情況下及以任何原因拒絕任何入學申請的權利。申請者繳付學費後，仍須符合入學的所有條件，其申請方可獲得接納。
7. 香港生產力促進局保留在任何情況下更改課程內容、授課地點、日期及時間的權利。
8. 颱風及黑雨警告：如課堂時間是在早上(09:00-13:00)、下午(14:00-17:00)或晚間(6:30-10:00)，將在下列情況下取消：(一) 八號或以上颱風訊號或黑色暴雨警告訊號在早上 6:00、11:00 或下午 4:00 仍然懸掛；或(二)香港天文台在早上 6:00、11:00 或下午 4:00 或之後，宣佈將懸掛八號或以上颱風訊號或黑色暴雨警告訊號。本局將盡早通知學員補課的日期及時間。
9. 以上“重要通知”內容均以本院課程單張及網頁之最後更新版本為依歸。

## Enrolment Procedure :

Please complete and send the enrolment form with required documents and fee to the Institute in person / by mail.

Mailing Address: Productivity Training Institute, Hong Kong Productivity Council, HKPC Building, 78 Tat Chee Avenue, Kowloon. (Please mark the programme title and programme code on the envelope.)

## IMPORTANT NOTE:

1. Course fee must be accompanied with this form (or photocopy) before course commence, otherwise enrolment would be rejected.
2. HKPC has adopted a Personal Data (Privacy) Policy. Information about the policy is available at HKPC enrolment counters for collection.
3. Applicants are encouraged to pay by credit cards, EPS or cheques, if possible. Amount received will be imprinted. Cheques are subject to bank clearance.
4. Enrolment fee is not refundable unless HKPC is notified in writing of your withdrawal:
  - at least 5 working days before the course commences for training program by local speaker
  - at least 15 working days before the course commences for training program by overseas speakerA handling charge of HK\$200 will also be levied.
5. An applicant may, subject to approval from HKPC, nominate a person to attend the course on his/her behalf.
6. HKPC reserves the right to reject any application in any circumstances and for whatever reasons. Payment of fees should only be construed as conditional acceptance of application.
7. HKPC reserves the right to change the contents, venue and / or time as necessary.
8. Classes in the morning, afternoon or evening will be cancelled if typhoon signal No. 8 or above OR black rainstorm warning is still hoisted after (or is announced by the Hong Kong Observatory to be hoisted at/after) 6:00 a.m., 11:00 a.m. and 4:00 p.m. respectively. Participants will be notified when the class will be made up as soon as possible.
9. The above “Important Note” is subject to revisions in the course pamphlets and the latest updates in the Institute’s website.