



Information Technology Interest Group (ITIG) Site Visit to MTR – Kowloon Bay Depot Training Centre



Host	Mass Transit Railway Corporation (MTR)
Date	Saturday, 14 January 2012
Time	9:15 – 11:30 a.m.
Programme[^]	<ul style="list-style-type: none">➤ Kowloon Bay Depot Training Centre➤ Systems & Network Operations Centre (SNOC)➤ The Computer Centre➤ Presentation on "Introduction to IT Helpdesk Service and Systems & Network Operations" by the Systems Manager
Assembly time and place	9:15 a.m. at lobby of MTR Headquarters (Exit A of Kowloon Bay Station)
Enrolment fee	HK\$50
CPD credit	2 hours
Capacity	23 (<i>priority will be given to ITIG members</i>)
Deadline	30 December 2011
Language	Cantonese

[^]subject to change without prior notice

Registration

To register, please complete the enclosed enrolment form and return it with full payment to the Institute. The number of seats is limited. Enrolments will be accepted **on a first-come-first-served basis** with priority given to ITIG members.

For enquiries, please contact:

- 2287 7057 (Yvonne Chew) for event information;
- 2287 7379 (David Lok) for payment & enrolment status.



ITIG Site Visit to MTR – Kowloon Bay Depot Training Centre
Enrolment Form

Finance & Operations Department,
Hong Kong Institute of CPAs
37th Floor, Wu Chung House,
213 Queen's Road East, Hong Kong.
Fax no: 2893 9853

14 January 2012

(Please reply on or before **30 December 2011**)

FOR OFFICE USE

Seq. no.: _____

Handled by: _____

Please allow 4 days to process your application. In order not to delay the process, please **DO NOT** make any enquiries on your enrolment status. You can check it at "My CPA" at <http://www.hkicpa.org.hk>. Unsuccessful enrolment will be notified before the commencement of the event with full refund.

Name: (Mr./Mrs./Ms.) _____

Membership no.: _____ Email: _____

Telephone no.: _____ Fax no.: _____

Please "✓" as appropriate

Admission Fee: \$50 per person for HKICPA members \$200 per person for non-HKICPA members

Payment by: Cheque no.: _____ (Bank: _____) Visa / Master credit card

*Cheque should be made payable to "Hong Kong Institute of Certified Public Accountants"

For payment by credit card, please fill in the following:	Card no.:																		
Cardholder's Name : (Please print)	Card Expiry Date (month/year) :	Cardholder's Signature :																	
		Date:																	
FOR OFFICE USE	Auth. code no.	Handled by					Date												

Please put a "✓" if you require a receipt and indicate your choice of delivery:

by email by post **(to the address as shown below)**

Name:	Name:
Address:	Address:

Notes:

1. Full payment must be made before your enrolment will be processed. No telephone reservation will be accepted. In the case of over-subscription, members will be given priority
2. Full payment must be made before your enrolment will be processed.
3. The closing date for enrolment is **30 December 2011**.
4. Successful enrollees will receive confirmation at least 2 days before commencement of the event by email whereas unsuccessful applicants will receive full refund by mail.
5. Unless the event is cancelled due to unforeseen circumstances or bad weather, no refund for withdrawal will be entertained after your enrolment has been processed.
6. Bad weather arrangement: When typhoon signal no.8 or above / any rainstorm warning is hoisted at or after 6:30 a.m. on the date of event, the event will be cancelled. Your enrolment fee will be refunded in full in the event of cancellation due to bad weather.

Personal Data: All information provided in this form will only be used by the Institute or its agent for the purposes of processing the registration and/or organising the event in which you have enrolled. Although you are not obliged to provide the data sought by this form, failing to do so may result in an inability to process your enrolment. Collected data will only be used for this specific event and promotion of any future similar events. By completing the form you agree that the staff of the Institute or its agent may use your personal data for the purposes specified above. The detailed privacy policy of the Institute is available at www.hkicpa.org.hk.

Payment & Enrolment Status Enquiry: 2287-7379

e-mail: finance@hkicpa.org.hk

Event Information Enquiry: 2287-7057 / 2287-7220

e-mail: itig@hkicpa.org.hk