



HONG KONG ARCHIVES SOCIETY
Professional Development Course Application Form
香港檔案學會
專業培訓課程報名表

Name of Applicant 申請人姓名 (Please write in block letter 請用正楷填寫)

(English) Family Name Given names

(中文) 姓氏 名字

Correspondence Address 通訊地址

Tel 電話 _____ E-mail 電郵 _____ HKAS member 檔案學會會員 Yes / No 是 / 否

Application Details 課程資料

	Course Name 課程名稱	Code 編號	Fee (HK\$) 學費
1.	_____	_____	_____
2.	_____	_____	_____

Qualifications 學歷

Award Institution 頒授學歷機構	Subject/Degree 學科/學位	Date of Award 頒授日期
_____	_____	_____
_____	_____	_____

Employment 就業資料

Name of Company 機構名稱	Position 職位	Date (From/To) 日期 (由/至)
_____	_____	_____
_____	_____	_____

I, the under signed, declare that all information given in this application form are, to the best of my knowledge, accurate and complete.

Signature 簽署

Date 日期 (DD/MM/YYYY)



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Enquiries 查詢:

Email hkasenquiry@archives.org.hk

Course Fee Payment 繳交學費:

Course fees can be paid by crossed cheque or bank draft made payable to “**Hong Kong Archives Society Limited**”. Please specify the course name(s) and your name on the back of the cheque and post it to PO Box 8374, General Post Office, Hong Kong together with your Professional Development Course Registration Form. Course fees receipt will be given at the first session.

繳交學費請以劃線支票或銀行本票繳付，抬頭請註明「**香港檔案學會有限公司**」。支票背面請寫上課程名稱及您的姓名並連同課程報名表一併郵寄到香港郵政總局郵政信箱8374號。學費收據將於第一節課堂內發出。

Notes 備註 :

1. Personal data provided as part of an application for professional development course will be used solely for the purpose of application, and the data will be handled by Hong Kong Archives Society Limited (HKAS) only. 本申請表內有關的個人資料將僅供本會作處理申請報讀課程之用。
2. Applicant is advised to provide all the information requested in this application form; otherwise, HKAS may not be able to process their applications. 申請人請盡量提供足夠資料，否則本會不能處理閣下之申請。
3. The document of unsuccessful applicant will be destroyed. 如申請不被接納，本會將銷毀一切有關文件。
4. Under the provisions of the Personal Data (Privacy) Ordinance, applicants have the right to request access to, and to request the correction of their personal data. Those who wish to access or make correction to their personal data are required to contact the Secretary of Hong Kong Archives Society Limited at P.O. Box 8374, General Post Office, Hong Kong 根據個人資料（私隱）條例，申請人有權查閱及更改其個人資料，請以書面向本會秘書申請：香港郵政總局郵政信箱8374號。