

以下資料請以正楷填寫 Please write in BLOCK letters

請將報名表電郵至 info@apexoneconsulting.com，或傳真至+852 3465 0729。

Please send your completed registration form by email: info@apexoneconsulting.com or fax to +852 3465 0729.

課程名稱 Programme Title	
課程日期 Programme Date	
課程費用 Programme Fee	
繳費方法 Payment Method	<input type="checkbox"/> 銀行轉帳 Bank Transfer <input type="checkbox"/> 支票號碼 Cheque no.: _____

參加者資料 Participant's Information

*請刪去不適用者 Please delete whichever is inappropriate

姓名 (先生/小姐/太太/女士*) Name (Mr/Miss/Mrs/Ms*)	
公司名稱 Company Name	
職位 Position	
聯絡電話 Contact Phone Number	
電郵地址 E-mail Address	
通訊地址 Correspondence Address	
教育程度 Education Level	<input type="checkbox"/> 小學Primary <input type="checkbox"/> 中學Secondary <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

聲明 Declaration

本人已細閱報名表內的課程報名手續，並接受所有條款及細則。本人聲明在此報名表格所填報的各項資料，依本人所知均屬完整、真實及準確。

I have **read** the registration procedures and **accepted** all the terms and conditions of this registration form. I declare that all information provided in this registration form is, to the best of my knowledge, true, accurate and complete.

本人不同意收到傲思管理顧問有限公司之最新發展、顧問服務、培訓課程及相關的活動。

I **disagree** to receive information relating to Apex One Consulting Limited's latest developments, consultancy services, training courses and related events, and other marketing activities as may be organized by the Company.

簽名 Signature : _____ 日期 Date : _____

職員填寫 For Staff Use ONLY	日期 Date	繳費詳情 Payment Details
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課程報名手續

1. 課程登記

請登入本公司網頁(www.apexoneconsulting.com)內的「最新課程」，選擇課程，再按「登記」，填妥相關資料，然後遞交；或填妥本報名表，電郵至 info@apexoneconsulting.com，或傳真至 +852 3465 0729。

2. 確認課程名額

本公司會在開課前十天以電郵聯絡閣下確認課程名額及詳情。

3. 付款

確認名額後，參加者須在開課前七天繳付全部費用，以確保課程名額。你可以透過以下方式付款：

銀行轉帳

銀行名稱： 恆生銀行

帳戶名稱： Apex One Consulting Limited

戶口號碼： 789-287307-883

完成轉帳後，請將入數紙 / 轉帳紀錄副本電郵或傳真至本公司；並請註明姓名，課程名稱及聯絡電話，以供核對。

支票

請將劃線支票郵寄到本公司，支票抬頭為 **"Apex One Consulting Limited"**，並於支票背面寫上姓名、課程名稱及聯絡電話。

郵寄地址：香港九龍荔枝角長沙灣道 833 號長沙灣廣場 1 期 11 樓

條款及細則

1. 課程報名一經確認，已繳費用(全部/部份)不獲退還；參加者在開課前可提名他人代替其本人出席課程，惟事先須得本公司同意。
2. 如課程因報名人數不足、天氣惡劣或其他原因取消，已繳費用將會退還。請參加者保留本公司發出的收據或入數紙，以辦理退款手續。
3. 所收集的個人資料將會作課程申請、登記、學術、行政、研究、統計及市場分析及用於推介本公司最新發展、顧問服務、活動和培訓課程的用途。個人資料會嚴格保密處理。
4. 本公司保留取消課程、調整優惠和課程費用、更改課程之導師、上課時間、地點及內容之權利。
5. 本公司保留所有報名申請的決定權。
6. 颱風及黑雨警告下的課程安排

八號或以上颱風訊號或黑色暴雨警告訊號 (以香港天文台公佈為準)	課程安排
將會在早上6:30懸掛/仍然懸掛	上午及全日制課程/講座取消
將會在早上11:00懸掛/仍然懸掛	下午課程/講座取消
將會在下午4:00懸掛/仍然懸掛	晚間課程/講座取消

7. 本公司保留更改以上“條款及細則”的權利。

Registration Procedure

1. Registration

Please visit our website (www.apexoneconsulting.com), click on "Join our courses", select your programme, "Register" and submit your registration. You may also send the completed Registration Form by email info@apexoneconsulting.com or fax to +852 3465 0729.

2. Programme / Event Confirmation

We will confirm the programme and details to you via email 10 days before the programme date.

3. Payment

Please settle the full payment at least 7 days prior to the commencement of programme to ensure your seat is reserved once you received our confirmation.

Payment Methods:

Bank Transfer

Bank Name: Hang Seng Bank

Account Name: Apex One Consulting Limited

Account No: 789-287307-883

Please forward the deposit slip with your name, programme title and contact phone number to us by email or fax for our reference.

By Cheque

The cheque has to be crossed and made payable to "**Apex One Consulting Limited**".

Kindly write down your name, programme title and contact phone number at the back of cheque and mail to Unit 1101, 11/F, Tower 1, Cheung Sha Wan Plaza, 833 Cheung Sha Wan Road, Lai Chi Kok, Kowloon, Hong Kong.

Terms and Conditions

1. Programme fee (in full or in part) is not refundable once the registration is accepted and confirmed. No substitution can be made before the programme date without our consent.
2. In case of cancellation due to insufficient of participants, bad weather or other unforeseeable condition, programme fee will be refunded.
3. Personal data collected will be used for processing your registration, administrative, research and statistical purposes and will also be used for marketing purposes, specifically for the purpose of sending you information relating to our latest developments, consultancy services, events and training programmes. Personal data will be treated in strict confidence.
4. The Company reserves the right to cancel the programme/event, adjust the promotion and programme fee, replace the speaker and/or change the time, venue and/or contents, as may be necessary.
5. We reserve the final decision of any registration.
6. Programme/event arrangement under bad weather:

Typhoon Signal No. 8 or above/ Black Rainstorm Warning (as announced by the Hong Kong Observatory)	Programme arrangement
Remains hoisted or is likely hoisted at/after 6:30 a.m.	Morning and full day programme/event cancelled
Remains hoisted or is likely hoisted at/after 11:00 a.m.	Afternoon programme/event cancelled
Remains hoisted or is likely hoisted at/after 4:00 p.m.	Evening programme/event cancelled

7. These terms and conditions are subject to revisions from the Company.