

Anti-Money Laundering Course for Money Service Operators - Customer Due Diligence and Case Studies

金錢服務經營者打擊洗錢課程 - 客戶盡職審查及個案分析

Speakers 講師



Mr. Vincent Tse
謝天能先生
AHKIB, CFA, CPA,
FCCA, MBA

Mr. Tse is the founding Chief Executive Officer of the MSOA. He has more than 16 years of experience in advisory, compliance, finance and banking services. Vincent was invited as a Speaker at the 6th Annual AML & Financial Crime Conference Asia Pacific organized by the Association of Certified Anti-Money Laundering Specialists ("ACAMS").

謝先生為香港金錢服務業協會創會行政總裁。謝先生擁有超過16年諮詢、合規、金融及銀行經驗。此外，謝先生獲邀前往馬來西亞出席由「國際公認反洗錢師協會」舉辦的第六屆反洗錢及金融犯罪亞太區年度會議，並擔任講師。



Mr. Jimlian Chan
陳振廉先生 CPA

Mr. Chan has over 16 years of experience in accounting, auditing, taxation, company secretarial and business consulting, etc. of which includes more than 10 years of experience in providing professional accounting and consulting services to the money service industry. Mr. Chan is also the Compliance Officer and Money Laundering Reporting Officer of a number of licensed money changers and has extensive experience in compiling compliance policies and procedures as well as providing relevant trainings. He is also an AML course speaker of MSOA.

陳先生擁有超過16年會計、審計、稅務、公司秘書及商業顧問等經驗，當中包括超過10年對金錢服務業的專業會計及顧問服務經驗。陳先生亦為多間金錢服務經營者的合規主任及洗錢報告主任、編寫合規手冊程序，具備豐富培訓經驗，及為本會任教多個打擊洗錢培訓課程。

Enquiry 查詢

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Tel 電話：2836 1822
Email 電郵：pollytam@vtc.edu.hk

Co-organizer 合辦機構



Sponsor 贊助



Programme Objectives 課程目標

This programme, which is jointly organized with the Hong Kong Money Service Operators Association ("MSOA")* and Institute of Professional Education and Knowledge ("PEAK"), is designed for money service operators so as to enable them to better understand the latest statutory and regulatory requirements regarding Customer Due Diligence of Anti-Money Laundering and Counter Terrorist Financing. This will also raise participants' awareness of the importance of Customer Due Diligence so that they can help to detect irregular or suspicious financial activities.

本課程由香港金錢服務業協會*與高峰進修學院合辦，旨在幫助金錢服務經營者更了解《打擊洗錢及恐怖分子資金籌集（金融機構）條例》及《打擊洗錢及恐怖分子資金籌集指引（金錢服務經營者適用）》的要求，提高從業員對客戶盡職審查的意識，加深對客戶的了解及偵察異常或可疑活動，藉此提昇金錢服務經營者的合規水平。

* About Hong Kong Money Service Operators Association 香港金錢服務業協會簡介 (MSOA)

Hong Kong Money Service Operators Association Limited as a non-profit organization, aims to represent and protect the interests of money service operators, maintain communications with government departments, strive to assist Hong Kong to align with requirements set out by international organizations, and at the same time to provide members a platform to share market information and experiences as well as to provide AML courses for working and non-working force.

香港金錢服務業協會有限公司為一個非牟利機構，協會旨在代表和保障金錢服務業經營者權益，與政府部門保持溝通，竭力協助香港符合國際組織相關要求，同時提供一個讓會員分享市場資訊和經驗的平台，並已舉辦多個打擊洗錢培訓課程，供在職及非在職人士參加。

| Code 編號 | Programme Information 課程資料 | Medium of Instruction 教學語言 |
|------------|---|--|
| PE4200051 | <p>金錢服務經營者打擊洗錢課程 - 客戶盡職審查及個案分析</p> <p>Anti-Money Laundering Course for Money Service Operators - Customer Due Diligence and Case Studies</p> <p>日期：28.7.16 時間：7:00pm - 9:30pm 時數：2.5小時 費用：HK\$450 Or HK\$350** (**只限金錢服務經營者)</p> | <p>Taught in Cantonese supplemented with English terminology</p> <p>中文授課，以英文輔助</p> |

** Fee Discount:

The fee for licensed money service operators is HK\$350 per person. To verify the eligibility to the special discount, licensed money service operators must enroll in the course through the Hong Kong Money Service Operators Association at Tel: 3176 2004, Fax: 3010 8582, Email: info@msoa.hk or its office address: A2/F, Dolford Mansion, 1-3 Chatham Court, Tsim Sha Tsui, Kowloon

** 學費優惠：

金錢服務經營者報讀本課程只須每位HK\$350。惟必須經由香港金錢服務業協會報名，以核實資格。報名可聯絡香港金錢服務業協會
電話：3176 2004、傳真：3010 8582、電郵：info@msoa.hk
地址：九龍尖沙咀漆咸圍1-3號多福大廈2樓A室

報名表

| | | |
|---|----------------------------------|--------------------------------------|
| 本院專用 Office use only | | ver 20151207 |
| Date of Receipt: _____ | Handled by: _____ | |
| Remarks: _____ | | |
| Application: <input type="checkbox"/> Walk-in | <input type="checkbox"/> By Mail | <input type="checkbox"/> By Fax |
| Payment: <input type="checkbox"/> Cash | <input type="checkbox"/> Cheque | <input type="checkbox"/> Credit Card |

申請人個人資料 (請填寫香港身份證 / 護照上之姓名)

英文姓名: Mr. / Ms. / Miss* _____ 中文姓名: _____ 先生/女士/小姐*

香港身份證 / 護照號碼*: _____ 出生日期 (日/月/年): _____

通訊地址: _____

任職機構名稱: _____ 職位 / 部門: _____

電郵地址#: (1) _____ (2) _____

日間聯絡電話: _____ 流動電話: _____ 傳真: _____

你是否需要簽證 / 進入許可來香港特別行政區 (「香港特區」) 就讀? ☐ 是 ☐ 否

(如需要, 請在報讀課程時提供簽證 / 進入許可之正本予高峰進修學院以作核實之用)

* 本院會以電郵通知申請人有關課程之取錄結果, 開課確認及與課程相關之通知 (如更改上課時間) (如申請人未有提供電郵地址, 本院將會以郵寄/電話通知)。

* 請刪去不適用者

本人現報讀以下課程

課程編號 / 名稱: _____ 開課日期 (日/月/年) _____ / _____ / _____

只供報讀學歷頒授課程之申請人填寫

| 單元編號 | 單元名稱 | 開課日期 (日/月/年) | | |
|---|-------------|--------------|---------------------|------------|
| | | | | |
| | | | | |
| | | | | |
| 學歷及專業資格 (註) (按時間順序) | | | | |
| 由 / 至 (月/年) | 考試 / 學歷頒發機構 | 所獲資格 | 上課形式 (全日制/兼讀制/遙距學習) | 頒授日期 (月/年) |
| | | | | |
| | | | | |
| <input type="checkbox"/> 若你希望以成年學生的身份申請入讀課程, 請在方格內加上"✓"號。此等入學申請將視乎面試結果而決定是否取錄 (詳情請參閱有關的課程單張)。 | | | | |
| 就業詳情 (註) (按時間順序) | | | | |
| 由 / 至 (日/月/年) | 機構名稱 | 職位 | 全職 / 兼職 | |
| | | | | |
| | | | | |

(註: 填寫本欄前, 請參閱本表格第二頁之「(II) 報名須知」第6點。如空位不敷填寫, 申請人應另頁詳列有關資料, 並隨填妥的表格附上。)

付款方法

如報讀之課程在報名當日起7個工作天內 (不包括星期六、星期日及公眾假期) 開課, 申請人必須以現金繳交學費。

☐ 現金 金額: 港幣 _____ 元

☐ 支票 (抬頭請寫: 職業訓練局)

支票號碼: _____

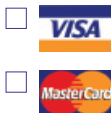
☐ 信用卡

信用卡號碼: _____

有效期: _____

(月/年)

付款額: _____



(持卡人姓名)

(持卡人簽署)

申請持續進修基金

如欲申請持續進修基金, 申請人須注意以下事項:

- (1) 請連同持續進修基金申請表及由香港特區政府入境事務處所簽發的香港身份證副本於開課前最少10個工作天 (不包括星期六、星期日及公眾假期) 交回本院代辦手續, 逾期遞交恕不受理。
- (2) 請細閱本院課程手冊內之「課程管理指引」內有關持續進修基金申請手續的詳細資料。

請問您是從以下那途徑得知本課程? (可選多項"✓")

- ☐ Yahoo ☐ Google ☐ PEAK 網頁 ☐ 電郵
- ☐ 單張 ☐ 每季課程章程 ☐ 朋友 ☐ 教育展覽會
- ☐ 報紙/雜誌 (名稱: _____)
- ☐ 其他: _____

申請人之聲明及簽署

本人若於此表格之第二頁簽署乃表明本人完全明白並同意遵守職業訓練局轄下之高峰進修學院載於此表格第二頁之「(I) 個人資料收集及用途」、「(II) 報名須知」、「(III) 聲明」、「(IV) 學生知識產權政策」及「(V) 學生學術原創聲明書」中, 及於「課程管理指引」(指引) 和「學生手冊」內所列明之規則。

個人資料之使用

職業訓練局及其機構成員擬使用閣下提供的個人資料, 包括姓名、電話號碼、手機號碼、電郵地址、通訊地址及教育程度, 提供有關職業訓練局及其機構成員的任何課程、招生及活動推廣資訊。惟我們必須先得到你的同意, 否則不能如此使用你的個人資料。如你不同意上述安排, 請在以下方格加上剔號。

☐ 本人不同意職業訓練局及其機構成員使用我提供的個人資料, 包括姓名、電話號碼、手機號碼、電郵地址、通訊地址及教育程度, 提供有關職業訓練局及其機構成員的任何課程、招生及活動推廣資訊。

如你日後希望停止接收上述資訊, 或更改個人資料, 請連同你已登記的姓名、電話號碼、手機號碼、電郵地址、通訊地址及教育程度資料, 電郵至peak@vtc.edu.hk或傳真至2891 5707通知我們。

(I) 個人資料收集及用途

- 申請人/學生於其課程申請及入學註冊時所填報的資料，包括姓名、電話號碼、手機號碼、電郵地址、通訊地址及教育程度，高峰進修學院/職業訓練局將會用於處理下列與課程的入學申請及行政相關之用途：
 - 處理一切有關高峰進修學院/職業訓練局課程的入學申請及甄選事宜；及相關用途；
 - 向香港考試及評核局索取申請人的香港中學會考/香港中學文憑考試/香港高級程度會考成績，以及向本港或以外的有關院校，索取申請人的公開試及校內試修業成績；
 - 核對申請人申請紀錄，以及核對及索取申請人在職業訓練局及其機構成員就讀的紀錄與成績；
 - 申請資料及學生紀錄會用於與統計及分析相關之用途。報名表及有關的個人資料會於高峰進修學院/職業訓練局收生程序完結後銷毀。然而，若申請人於報名表表示願意收到高峰進修學院/職業訓練局的資訊，則該申請資料將被保留；
 - 儲存獲取錄的申請人資料於學生紀錄系統；及
 - 若申請人表示願意收到高峰進修學院/職業訓練局的資訊，則申請資料將被保留作職業訓練局及其機構成員的任何課程、招生及活動推廣資訊。
- 高峰進修學院/職業訓練局會對申請人/學生的資料絕對保密，但可將申請人/學生的個人資料，給予對本院有保密承諾的任何人士或其代表，用於(1)段所述的用途。
- 根據《個人資料(私隱)條例》，申請人/學生有權
 - 查閱高峰進修學院是否持有他的個人資料；
 - 要求獲得上述資料的副本；及
 - 要求高峰進修學院更正他的個人資料。申請人/學生必須提供足夠資料予高峰進修學院以識別身份，否則本院有權拒絕上述要求。
- 申請人/學生如欲查閱個人資料，須以書面形式向高峰進修學院提出，地址如下：
高峰進修學院
香港灣仔活道27號
職業訓練局大樓9樓
- 根據《個人資料(私隱)條例》，高峰進修學院/職業訓練局保留權利收取查閱資料所需行政費用。

(II) 報名須知

- 申請人必須就每項課程填寫一份報名表(表格)，如有需要可自行影印。
- 申請人於報名時必須出示由香港特區政府入境事務處所簽發的香港身份證/護照/旅行證件、或有效的來港就讀之簽證/進入許可。
- 如申請人選擇以支票繳付課程費用，請將表格連同劃線支票郵寄或親身交回本院(每項課程須獨立填寫一張支票)，支票抬頭請寫「職業訓練局」，如申請人以信用卡繳付學費，請將表格傳真，郵寄或親身交回本院辦事處。傳真：2891 5707 地址：香港灣仔活道27號職業訓練局大樓9樓高峰進修學院。
- 如申請人選擇以郵寄或傳真方式交回表格及課程費用，請於開課前致電2836 1906以確認本院收到有關表格及費用。
- 除學歷頒授課程外，所有課程名額均以先到先得方法分配。**任何未填妥、沒有簽署之表格，或未有附上學費的表格，本院將不會處理。**
- 在填寫此欄時，申請人必須先詳閱個別課程單張或在本院課程手冊內各課程之入學資格或有關詳情，並提供與報讀課程相關的學歷及工作經驗等資料。在報讀課程時，申請人必須向本院出示及提供相關學歷證明，就業證明及僱主推薦信的正本與副本，以作核實。
- 申請人/學生必須細閱及遵守載列於本院課程手冊內之「課程管理指引」(指引)，報讀持續專業發展課程(CPD課程)之學生也必須注意及遵守指引內的「持續專業發展課程-學生須知」中有關IA, SFC及MPFA時數的計算方式。申請人/學生亦可向本院辦事處索取或從本院網站下載指引。
- 除本人之申請不獲接納或所選的課程取消/改期外，所有已繳學費恕不退還。學費及學額亦不可作任何更改(包括不可轉班)或轉讓他人。
- 如申請人/學生曾修讀職業訓練局轄下之課程，而仍有欠款未清，即使該申請人/學生已入讀職業訓練局的其它課程，該申請人/學生仍須清繳對職業訓練局的所有欠款。否則，該申請人/學生在職業訓練局轄下學院所修讀的所有課程/單元的成績單、證書及相關證明將一律不予發放，直至清繳所有欠款為止。

(III) 聲明

- 本人謹此聲明在本報名表填報的資料均屬正確無誤，並明白填報之資料將會在高峰進修學院/職業訓練局的招生過程中作參考之用。
- 本人授權高峰進修學院/職業訓練局索取有關本人在香港或外地參加的公開考試及就讀資料，並授權有關機構(其中包括香港考試及評核局及職業訓練局)提供此等資料。
- 本人授權高峰進修學院/職業訓練局使用本人的資料查詢任何有關申請入讀該學院課程事宜及有關本人過往及現在於職業訓練局及其機構成員就讀的資料。
- 本人明白在註冊後，有關資料將轉作學生紀錄，高峰進修學院/職業訓練局可利用該等紀錄作學術或行政上之用。
- 本人明白在申請中提供任何虛假或誤導性資料會導致即時**取消入學資格**，已繳費用概**不會**退還。
- 本人知悉並同意高峰進修學院於本人出席CPD課程或學歷頒授課程時，查閱本人之有效身份證明文件(由香港特區政府入境事務處所簽發的香港身份證/護照/旅行證件、或有效的來港就讀之簽證/進入許可)以核實身份。
- 本人明白並會儘量填寫足夠資料，否則學院不能有效地處理本人的申請。
- 本人知悉並同意高峰進修學院以高峰進修學院的時鐘作為計算本人就該課程出席時數和所獲得的持續專業進修(CPD)/持續培訓(CPT)時數，並同意「(II) 報名須知」第7項有關IA, SFC及MPFA時數的計算方式。

(IV) 學生知識產權政策

(a) 知識產權

「知識產權」指任何發現、創作、發明、設計、式樣、商標、知識、研究成果，以及所有與之有關的權利，包括在任何國家內可註冊與否的權利及道義上的權利，例如專利、版權、商標、設計及模型等。知識產權創造者可獲法律保障，產權擁有者可享有經濟權利以及其產權的控制權。

老師在學生進行習作過程中擔當重要角色，學生參與習作時或會創造出重要及寶貴的知識產權，這些知識產權可能十分創新及實用，甚至可將其商業化。除獲老師指導進行習作外，學生進行習作時，會使用職業訓練局及其機構成員擁有的消耗性物料、電腦硬件及軟件，或其他由職業訓練局擁有或營運的設施。鑑於上述職業訓練局對學生創造知識產權所提供的協助，要求學生作出以下承諾是公平及公正的。

(b) 學生的義務及承諾

學生可擁有其所創造的知識產權，同時給予職業訓練局在全球各地永久免專利費非獨家使用權。此使用權一經給予，不得撤回，讓職業訓練局可複製或使用學生在修讀課程期間，由其本人獨力或與人合作創造的知識產權，包括採用其全部或部分，以及經修改的部分。職業訓練局亦可把使用權分讓別人。學生須保證其知識產權為原創，並無侵害第三者的所有權及知識產權。學生承諾若得悉或有理由相信有關的知識產權由第三者個人或與人共同擁有，須盡快通知職業訓練局。學生亦承諾遵守職業訓練局及其機構成員所公布及不時修訂的知識產權政策、規例及規則。學生明白遵守有關政策及規則是繼續修讀課程及取得畢業資格的先決條件。

(V) 學生學術原創聲明書

本人謹此聲明本人在修讀課程期間所提交的學術作品，包括但不限於以下形式：堂課、論文作業、實驗室作業及報告、演示及相關文稿、作品集、製品、專題研究等，均會為本人的個人作品。本人明白遞交不屬自己的學術或學習評估資料(整份或部份)而聲稱是本人的，可被視為「作弊」，並會面臨紀律處分。

| | | |
|---|-------|----|
| 本人已細閱、明白並同意遵守職業訓練局轄下之高峰進修學院載於此表格第二頁之「(I) 個人資料收集及用途」、「(II) 報名須知」、「(III) 聲明」、「(IV) 學生知識產權政策」及「(V) 學生學術原創聲明書」中，及於「課程管理指引」(指引)和「學生手冊」內所列明之規則。 | 申請人簽名 | 日期 |
|---|-------|----|

Enrollment Form

| | | |
|---|----------------------------------|--------------------------------------|
| 本院專用 Office use only | | ver 20151207 |
| Date of Receipt: _____ | Handled by: _____ | |
| Remarks: _____ | | |
| Application: <input type="checkbox"/> Walk-in | <input type="checkbox"/> By Mail | <input type="checkbox"/> By Fax |
| Payment: <input type="checkbox"/> Cash | <input type="checkbox"/> Cheque | <input type="checkbox"/> Credit Card |

PERSONAL PARTICULARS OF APPLICANT (Please fill in your name as it appears on your HK Identity (HKID) Card / Passport)

Name (in English): Mr. / Ms. / Miss* (Surname) _____ (Given Name): _____ (in Chinese): _____ 先生/女士/小姐*
 HKID Card / Passport No.*: _____ Date of Birth: (dd/mm/yyyy) _____
 Correspondence Address: _____
 Employing Company: _____ Job Title / Department: _____
 E-Mail Address*: (1) _____ (2) _____
 Daytime Contact Telephone No.: _____ Mobile Phone No.: _____ Fax No.: _____

Do you require a visa / entry permit to enter Hong Kong Special Administrative Region (HKSAR) for study? ☐ YES ☐ NO
 (If YES, please provide the original copy of visa / entry permit for study to PEAK for verification at the time of enrollment)

* Applicants would be notified of Enrollment results, Class confirmation and further notices relating to the study (e.g. rescheduling of classes) by **EMAIL**.
 (Applicants without email accounts will be contacted by Mail/Phone).

* Please delete as appropriate

I AM APPLYING FOR THE FOLLOWING PROGRAMME

Programme Code / Title: _____ Commencement Date (dd/mm/yyyy): _____ / _____ / _____

FOR APPLICANTS APPLYING FOR AWARD-BEARING PROGRAMMES ONLY

| Module Code | Module Title | Commencement Date (dd/mm/yyyy) |
|-------------|--------------|--------------------------------|
| | | |
| | | |
| | | |

| Academic and Professional Qualifications ^(NOTE) (in chronological order) | | | | |
|---|------------------------------------|------------------------|--|----------------------------|
| From / To (mm/yyyy) | Examination / Awarding Institution | Qualification Obtained | Mode of Study (Full-time / Part-time / Distance-learning) | Date of Award (mm/yyyy) |
| | | | | |
| | | | | |

☐ Please put a "✓" in the box if you want your application to be considered as mature student application. Admission of such application is subject to a satisfactory interview (Please refer to programme leaflet for details).

| Employment Record ^(NOTE) (in chronological order) | | | |
|--|--------------|---------------|-----------------------|
| From / To (dd/mm/yyyy) | Company Name | Position Held | Full-time / Part-time |
| | | | |
| | | | |

(NOTE: Please read point 6 of "(II) Notes to Applicants" on page 2 of this enrollment form before completing this section. If there is insufficient space in this section, please give details on a separate sheet which should be submitted with the completed enrollment form.)

PAYMENT METHOD

For a programme commencing within 7 working days (exclusive of Saturdays, Sundays & Public Holidays) at the time of enrollment, applicants are required to settle the programme fee by cash.

☐ Cash Amount: HK\$ _____

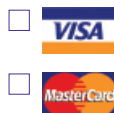
☐ Cheque (payable to "Vocational Training Council")

Cheque No.: _____

☐ Credit Card

Card Number: _____

Expiry Date: (mm/yy) _____ Amount: _____



Cardholder's Name _____

Authorised Signature _____

APPLICANT'S DECLARATION and SIGNATURE

By signing on the "Applicant's signature" on page 2 of this enrollment form, I fully understood and agreed to comply with all relevant rules and regulations promulgated by PEAK under VTC stipulated in the "(I) Collection and Use of personal data", "(II) Notes to Applicants", "(III) Declaration", "(IV) Intellectual Property Policy (IP Policy) on Students" & "(V) Student Declaration on Academic Originality" on page 2 of this enrollment form and in the "Programme Administration Guidelines" (the Guidelines) and in the "Student Handbook".

USE OF PERSONAL DATA

VTC and its member institutions intend to use the personal data you provided, including your name, phone number, mobile number, email address, correspondence address and education level, to provide direct marketing information in relation to any programmes, admission and events of VTC and its member institutions, but we cannot so use your personal data without your consent. If you do not agree the arrangement stated above, please put a tick in the following box.

☐ I do not agree that my personal data provided, including my name, phone number, mobile number, email address, correspondence address and education level may be used by VTC and its member institutions for providing direct marketing information in relation to any programmes, admission and events of VTC and its member institutions.

If you would like to unsubscribe from receiving the said information or update your personal data, please send your request with registered name, phone number, mobile number, email address, correspondence address and education level to peak@vtc.edu.hk or by fax to 2891 5707.

APPLICATION FOR CONTINUING EDUCATION FUND (CEF)

Notes to Applicants who would like to apply for CEF

- Please submit the completed CEF application form, together with a copy of HKID Card issued by the Immigration Department of the Government of the HKSAR to PEAK for certification during the opening hours **at least 10 working days** (exclusive of Saturdays, Sundays & Public holidays) before the course commencement. Late submission will NOT be accepted.
- Please refer to the "Application Procedures" under "Continuing Education Fund" stipulated in Programme Administration Guidelines of PEAK's Programme Prospectuses for details.

Where did you learn about this programme? (You may select more than one source by "✓")

- ☐ Yahoo ☐ Google ☐ PEAK Website ☐ Email
☐ Leaflet ☐ Prospectus ☐ Friend ☐ Education Expo
☐ Newspaper / Magazine (Name _____)
☐ Other: _____

(I) COLLECTION and USE OF PERSONAL DATA

- The information collected from the applicants/students at the time of their application and registration of study, including the name, phone number, mobile number, email address, correspondence address and education level, will be used by PEAK/VTC for the following enrollment and programme administrative purposes:
 - for processing and selection of applications for admission to PEAK/VTC programmes; and related purposes;
 - for obtaining the HKCEE/HKDSE/HKALE results from the Hong Kong Examinations and Assessment Authority (HKEAA), and obtaining information from relevant institutions about the applicant's candidature in public examinations and studies in institutions in Hong Kong and elsewhere;
 - for checking of application records, checking and obtaining the study records and records of examination results attained in the programmes provided by member institutions under the VTC;
 - for statistical analysis of the application data and/or the profile of students. The enrollment form and other related personal information will be disposed of after the completion of the admissions exercise. Nevertheless, if I have indicated in the enrollment form that I wish to receive information about PEAK/VTC, the application data will be retained;
 - for storage of information on the successful applicants in the Students Records System; and
 - if applicant indicated his/her wish to receive PEAK/VTC information, the application data will be retained for providing direct marketing information in relation to any programmes, admission and events of VTC and its member institutions.
- PEAK/VTC undertakes to keep personal data provided by applicants/students confidential. However, PEAK/VTC may provide such information to any other persons or agents for the purposes described in (1) under a duty of confidentiality to PEAK/VTC.
- In accordance with the Personal Data (Privacy) Ordinance (the Ordinance), an applicant/a student has the right:
 - to check whether PEAK holds his/her personal data;
 - to request a copy of such data; and
 - to require PEAK to correct any of the personal data relating to him/her which is inaccurate.Sufficient information will need to be provided to establish identity, otherwise PEAK shall refuse to comply with the request.
- Request for access for data should be submitted in writing to:
PEAK, 9/F, VTC Tower, 27 Wood Road, Wanchai, Hong Kong
- In accordance with the terms of the Ordinance, PEAK/VTC reserves the right to charge a fee for the processing of data access request.

(II) NOTES TO APPLICANTS

- Applicants should complete one enrollment form (the Form) for each programme and photocopy the Form if necessary.
- Applicants should show HKID Card / Passport / Travel Document, or valid visa / entry permit for study issued by the Immigration Department of the Government of the HKSAR for enrollment.
- For the applicants who pay the programme fees by cheque, please return the Form to us by mail or in person with a crossed cheque (one cheque for one programme) payable to "Vocational Training Council". For the applicants who pay the programme fees by credit card, please return the Form to us by fax / mail / in person (Fax no.: 2891 5707 / Address: PEAK, 9/F, VTC Tower, 27 Wood Road, Wanchai, Hong Kong).
- For applicants who choose to return the Form and cheque payment to PEAK by fax or mail, please call us at 2836 1906 to confirm our receipt of your application and payment before the programme commences.
- Except for award-bearing programmes, all places are allocated on a first-come-first-served basis. **Incomplete forms, forms without applicants' signatures and forms received without payment will not be processed.**
- Applicants should refer to the programme leaflets or PEAK's Programme Prospectuses for the admission requirements & relevant details of PEAK's programmes and provide the information about the qualifications and working experience relevant to the programme(s) he/she is applying for in this section of the Form. During the enrollment, the applicant should provide the original copies of the academic transcript(s) & certificate(s) and the employment proofs & job reference letters from employers accompanied with one photocopy of each documentation to PEAK for verification. The responsibility of providing all necessary evidence rests with the applicant.
- Applicants / Students must read carefully and observe the "Programme Administration Guidelines" (the Guidelines) stipulated in PEAK's Programme Prospectuses. In particular, students of Continuing Professional Development (CPD) programmes should read & comply with the circumstance defined for the calculation of IA, SFC and MPFA hours as indicated in the "CPD Programme-Notes to Students" in the Guidelines. The Guidelines are also available from PEAK Office and on PEAK Website.
- The programme fees paid are non-refundable, except for the cases of unsuccessful applications and programme cancellation or rescheduling. Fees paid and places enrolled are not transferable, and request for programme swapping will not be entertained.
- Applicants / Students who have outstanding fees in respect to his/her previous study in VTC would need to clear the outstanding debts owed to VTC even if the outstanding fees is revealed after his/her re-admission to a VTC programme. Otherwise, his/her study transcripts, award certificates and related certification of all VTC programmes will be withheld.

(III) DECLARATION

- I declare that the information given in this application is, to the best of my knowledge, accurate and complete. I understand that this information will be used in the admission process of the programmes offered by PEAK/VTC.
- I authorize PEAK/VTC to obtain, and the relevant authorities (which include the HKEAA, VTC, etc.) to release, any and all information about my results of any public examinations and my studies in institutions in Hong Kong and elsewhere.
- I authorize PEAK/VTC to use my data to carry out checks on any applications for admission to programmes it offers and checks on records of current and previous studies in VTC and its member institutions.
- I understand that upon my registration in a programme in PEAK/VTC, the data contained in this application will become part of my student record and may be used for all purposes relating to my study in PEAK/VTC.
- I understand that provision of any false or misleading information in the application will lead to **DISQUALIFICATION of my application** without notice and cancellation of any resultant registration. Any fees paid will **NOT** be refunded.
- I acknowledge and agree that PEAK may check my valid identification documentations (HKID card / Passport / Travel Document, or valid visa / entry permit for study issued by the Immigration Department of the Government of the HKSAR) for identity verification purpose while I am participating in CPD programmes and award-bearing programmes.
- I understand that I should provide as much information to PEAK as I can so that my application can be processed efficiently.
- I acknowledge and agree that PEAK may calculate my attendance hours and CPD / CPT hours of a programme according to PEAK's clocks. I also agree to Point 7 of the "(II) Notes to Applicants" which defines the circumstance for calculating IA, SFC and MPFA hours.

(IV) INTELLECTUAL PROPERTY POLICY (IP Policy) ON STUDENTS

(a) Intellectual Property

"Intellectual Property" means any discovery, creation, invention, design, get-up, trade mark, know-how or any research effort and all rights pertaining thereto whether registrable or not including patents, copyright, trade marks, designs, utility models, moral or other such rights in any country. Intellectual Property Rights (IPR) are legal rights protecting the creator of IP, giving him/her economic rights and control in his/her creations.

Important and valuable Intellectual Property may be generated by students as a result of their involvement in assignments and projects, in which teachers play an important role. Ideas and concepts from these assignments and projects could be very practical and novel, and could be adopted for commercial use. Furthermore, to complete these assignments and projects, students make use of consumables, computer hardware or software, or other facilities owned or operated by VTC and its member institutions. In consideration for all these benefits contributed by VTC toward the creation of Intellectual Property, it is just and equitable for a student to provide the following undertaking to VTC.

(b) Student's Obligations and Warranty

Whilst the student still owns his/her IPR, each student irrevocably grants VTC a perpetual, royalty-free, world-wide non-exclusive right to reproduce or use (in whole or in part) any Intellectual Property materials (including their adaptations) created by him/her solely or jointly with other person or persons during his/her course of study. Such right to use shall include the right to sub-license. The student warrants that the Intellectual Property materials shall be original and do not infringe any third party's proprietary and intellectual property rights. Each student undertakes to promptly report to VTC if he/she knows or has reason to believe that the right of the Intellectual Property materials belongs to someone else solely or jointly with him/her. Each student further undertakes to follow the policy, rules and regulations issued or to be issued or revised by VTC and its member institutions from time to time. Each student understands that adherence thereto is a condition of continued enrolment and graduation.

(V) STUDENT DECLARATION ON ACADEMIC ORIGINALITY

I declare that all the academic work that I will submit, which may take various forms such as but not limited to class work, written assignments, laboratory work, presentations, portfolios, artefacts and projects during the course of my study are entirely my own work. I understand submitting or presenting academic or assessment works, either in its entirety or in part, which is not my own work but claiming that it is my own work would be considered as cheating, which will render me liable to disciplinary actions.

I have read, understood and agreed to follow all relevant rules and regulations promulgated by PEAK under VTC stipulated in the "(I) Collection and Use of personal data", "(II) Notes to Applicants", "(III) Declaration", "(IV) Intellectual Property Policy (IP Policy) on Students" & "(V) Student Declaration on Academic Originality" on page 2 of this enrollment form and in the "Programme Administration Guidelines" (the Guidelines) and in the "Student Handbook".

Applicant's Signature

Date