

Form A-5

**Application for Continuing Professional Development (“CPD”)
Courses/Lectures/Seminars/Workshops/Programmes in relation to Financial Dispute
Resolution Scheme**

(for official use only)

Date Received: _____

Our Ref: FDRC/APCPD/_____

Approved CPD points: _____

1. Name of the Applicant (CPD Event Organiser)		2. CPD points being applied for	
3. Address and contact detail of Applicant			
4. Topic(s) of the Event (Please attach details/ outline of the event)			
5. Presenter(s) of the Event (Please attach details of their resume(s))			
6. Venue of the event (with FULL address)			
7. Date / Time and Duration of the event	a. Date / Time From _____ to _____ (DD/MM/YY) or (AM/PM)* (DD/MM/YY) or (AM/PM)* b. Duration: _____ days hours		
8. Target Audience:	9. Estimated Number of Participants:	10. Application Fee¹ (attached, if applicable) <input type="checkbox"/> Yes HKD _____ <input type="checkbox"/> No	
11. A description of Language (Medium of Instructions) <input type="checkbox"/> English <input type="checkbox"/> Cantonese <input type="checkbox"/> Putonghua <input type="checkbox"/> Other (Please specify) : _____			
12. A description of method of teaching <input type="checkbox"/> Lecture <input type="checkbox"/> Participatory case study <input type="checkbox"/> Role-play <input type="checkbox"/> Discussion <input type="checkbox"/> Questions and Answers <input type="checkbox"/> Other (Please specify) : _____			
13. A description of all materials to be distributed to participants <input type="checkbox"/> Looseleaf <input type="checkbox"/> Bound <input type="checkbox"/> Typewritten <input type="checkbox"/> Typeset Total Pages (estimated) _____			
14. Additional Information to support the Application	Event materials and handouts attached <input type="checkbox"/> Yes <input type="checkbox"/> No		

* Delete as appropriate

Please put a “√” in ☐ where appropriate.

¹ By Cheque/Bank-in slip* made payable to “Financial Dispute Resolution Centre”

NOTES

1. Please fill in all sections in BLOCK LETTERS. If there is insufficient space, provide details on a separate A4 sheet in the same format. In case any section of the Form is not applicable, please put in "N/A".
2. Applicants are advised to provide all the information requested in the relevant documents and registration fee, where applicable, failing which the Financial Dispute Resolution Centre ("FDRC") may refuse to process and consider their applications.

PERSONAL INFORMATION COLLECTION STATEMENT

The personal data ("the data") collected in this application form ("this Application") for registration of CPD Courses/Lectures/Seminars/Workshops/Programme will be used by the FDRC for the purposes of processing this Application, evaluating the merits of this Application, auditing performance of the accredited courses, compiling statistics and keeping records of the accredited courses and other related matters.

In making this Application, it is obligatory for the applicant to supply the FDRC with the data requested in this application form except as otherwise indicated. The consequence for failing to supply such data is that the FDRC will not be able to process this Application.

After an application for registration has been duly processed, the application papers of the event organiser will be retained in a file established by the FDRC for each organiser. Such information will be retained by the FDRC for as long as it deems necessary or useful.

The data may be provided to such persons within the FDRC whose proper business is to have access to and assist in the processing of this Application and related matters. The data may also be provided to other persons who may help the FDRC in attaining the purposes above mentioned. Any data that is provided to anyone outside of the FDRC will be restricted to what is necessary and not excessive to achieve any intended purpose.

You have the right to request access to and correction of the data. Any such request should be addressed to the Data Protection Officer, The FDRC, **Room 408-409, 4/F, West Wing, Justice Place, 11 Ice House Street, Central, Hong Kong.**

The Privacy Policy Statement of the FDRC is available on its website at www.fdrc.org.hk.

DECLARATION

In consideration of the FDRC registering this course, the event organizer and its representative(s) have read and agreed to the Personal Data (Privacy) Ordinance Notice. The event organiser agrees (1) to meet the criteria for registration, (2) to offer the course materially in the way presented in this application, (3) to allow the FDRC, a member thereof or such other person(s) as it shall designate, to attend, audit and view the programme (on the internet if it is a computer-based course), (4) to submit promptly to the FDRC all materials and information relating to its provision of the course upon request, and (5) to inform the FDRC of the actual start and finish time of the course should they be different from the scheduled time and to submit an evaluation summary to the FDRC by email within **fourteenth (14) days** following the final presentation of the programme, as detailed in this form.

**Signature for and on
behalf of the Applicant:**

Date:

(Please provide the name and title of the person who signs in Block Letters)