

## Workshops on Legal Skills and Knowledge for Executives

- Construction Claims and Contract Management
- Safety and Environmental Offences in Construction Projects
- False Trade Description and Mis-selling
- Fundamentals of Negligence for Managers and Professionals
- Essentials of Contract Law
- Commercial Contract Law for Managers and Professionals
- Mediators' Skills for Non-Mediators
- Legal Aspects of Business Start-up in Mainland China



**The Hong Kong Management Association**  
香港管理專業協會

Established in 1960, The Hong Kong Management Association (“HKMA”) is a non-profit-making organization which aims at advancing management excellence in Hong Kong and the Region. Since its establishment, HKMA has played a major role in contributing to the economic success of Hong Kong by providing a wide variety of high quality management training and various services.

As a membership organization, HKMA currently has a collective membership of over 13,000 from different business sectors. Members of the Council and Committees comprise eminent persons in industry, commerce and education who constantly advise on the directions and activities of the Association. As part of HKMA’s commitment to providing opportunities of continuing development for local executives, a full-spectrum of management education programmes are offered, ranging from short courses and workshops through to Certificate, Diplomas, Bachelor, Master and Doctoral Degree programmes. Annually, over 2,000 integrated and well-balanced courses are offered to some 40,000 participants from different business sectors.

**hklti** 香港法律培訓學院  
Hong Kong Legal Training Institute

The Hong Kong Legal Training Institute (“HKLTI”) believes “Legal training always is of crucial difference”.

To this end, the HKLTI is dedicated to providing all with stimulating learning experience in legal training and continuing professional development with a view to equipping participants with the essential knowledge and legal skills for their effective and practical daily applications.

Trainers and visiting lecturers of the HKLTI are all qualified legal or other practitioners who are seasoned and highly-ranked in delivering legal training to great satisfaction for participants from various professional sectors, government authorities, corporations and SMEs.

With legal knowledge and its use becoming essential to individuals and businesses for their sustainable successes, the HKLTI has been offering training for a wide range of topic-specific legal updates, as well for continuing professional development and works with universities, associations, professional institutions, corporations and authorities to further legal knowledge that is of practical use.

# Construction Claims and Contract Management

## Knowledge and Practice for Good Contracting

Construction contracts need careful handling as claims are a fact of life in the construction industry. This workshop provides the practical legal skills and knowledge for handling those claims commonly encountered, including those related to delays and disruption, variation and change orders, payments, certification and the preparation of records and documentation.

It provides participants with the necessary training for handling contracts in any context, such as in purchasing, sales, servicing and maintenance.

### CONTENTS

- Construction contract formation: tender essentials and conditions of contract
- Extension of time claims and liquidated damages clauses in operation
- Valuation and justification of variation
- Payment certificates and non-payment
- Contract termination and forfeiture clauses
- Claim management, evidence and documentation

### AUDIENCE

Those who should attend this workshop include:-

- Directors, executives, commercial managers, professionals
- CEOs, COOs, CFOs and government officials
- Owners of small and medium enterprises
- Consultants, advisers, project managers and supervisors
- Those interested or involved in decision making and business operations

### DATE & TIME

16 March 2016 (Wed)

*or*

13 July 2016 (Wed)

*or*

11 November 2016 (Fri)

9:30 am - 5:00 pm

### FEE

HKMA Member: HK\$2,700.00

Non-member: HK\$2,880.00

Early Bird: Less HK\$200

(For those who make payment one month prior to the course commencement)

Group Discount: HK\$200 each

(For companies which send a total of two OR more participants to this course and enroll at the same time)

### LANGUAGE

Cantonese (with English Materials)

### VENUE

The Hong Kong Management Association  
1-6/F First Commercial Building  
33-35 Leighton Road  
Causeway Bay  
HONG KONG

### SPEAKER(S)

#### Mr Duncan Ho (Barrister-at-law)

Duncan Ho is now practising at Erik Shum's Chambers and has a broad criminal and civil practice. He has appeared in different levels of court, including the Court of Appeal, the Court of First Instance, the Lands Tribunal and the Magistrates' Courts.

In his civil practice, he has experience in handling contractual, land, building management, trusts, construction, intellectual property, personal injuries and employment disputes in litigation, arbitration and mediation. He also has experience in prosecuting and defending criminal cases in different areas.

# Safety and Environmental Offences in Construction Projects

The impacts of safety and environmental offences to construction projects are of growing importance. It is the duty of management of companies and proprietors of construction work to ensure the safety at work and environmental protection. Using representative court cases, this workshop aims to discuss and examine such offences and their criminal prosecution process.

Perspectives of practicing barristers in this workshop provides highlights on the nature of the offences and the defences commonly available. The vicarious and personal liabilities of the management team and the investigative powers of the concerned authorities will also be reviewed.

## CONTENTS

- Nature of offences
- Commonly available defences
- Safety related offences
- Environmental related offences
- Investigation power of authorities
- Personal liability of company's management
- Case studies

## AUDIENCE

Those who should attend this workshop include:-

- Corporate executives and business managers
- Directors of small and medium enterprises
- Operation managers and project managers involved in commercial transactions and operations
- Engineers and other construction professionals
- Those who interested in construction projects

## DATE & TIME

18 March 2016 (Fri)

*or*

22 July 2016 (Fri)

*or*

28 October 2016 (Fri)

9:30 am - 5:00 pm

## FEE

HKMA Member: HK\$2,700.00

Non-member: HK\$2,880.00

Early Bird: Less HK\$200

(For those who make payment one month prior to the course commencement)

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1-6/F First Commercial Building  
33-35 Leighton Road  
Causeway Bay  
HONG KONG

## SPEAKER(S)

### Mr Honic Ip (Barrister-at-law)

Mr Honic Ip is a Barrister-at-law and a Chartered Marketer. Academically, he possesses degrees in Law, Business Administration, and Language & Law. He has also acquired professional qualifications in Arbitration and Logistics & Transport.

Honic is now adopting a mixed practice in criminal, civil and public laws. In addition to legal practice, Mr Ip is also enthusiastic in education. He is a part-time lecturer teaching Development Contract Law, Construction Law, and Construction Contract Law of undergraduate and postgraduate courses at The Chinese University of Hong Kong, City University of Hong Kong, and The Hong Kong Polytechnic University.

# False Trade Description and Mis-selling

## Common Criminal Legal Traps in Business Operations

The Trade Descriptions Ordinance prohibits specified unfair trade practices deployed by traders against consumers, including false trade descriptions of services, misleading omissions, aggressive commercial practices, bait advertising, bait-and-switch and wrongly accepting payment. It also introduces a civil compliance-based mechanism to encourage compliance by traders and to stop identified non-compliant practices. With business operations interfacing more with criminal liabilities, this workshop aims at introducing those less noticed but common criminal offences that business need to be alerted to when conducting business operations, including false trade description, mis-selling, dishonest use of computers, infringement of copyright, cybercrimes and the rest.

Through case studies and legislation review, managers, business executives and SME owners may prepare properly to avoid such criminal legal traps and to safeguard their personal and enterprise interests.

### CONTENTS

#### Introduction to criminal offences

- Types, elements and terms
- Burden and standard of proof

#### False trade description and mis-selling

- Mens rea, actus reus and defences

#### Cybercrimes and dishonest use of computers

- Examples of cybercrimes
- Section 161 of Crimes Ordinance

#### Infringement of copyright

- Sections 118 to 120 of Copyright Ordinance
- Elements of offences and defences
- Permitted acts

#### Other business related common offences

- Statutory offences
- Common law offences

#### Case studies and review

### AUDIENCE

Those who should attend this workshop include:-

- Directors, executives, commercial managers, professionals
- Owners of small and medium enterprises
- Marketing, PR and advertising professionals
- Consultants, advisers, project managers and supervisors
- Those interested or involved in sales, marketing and business operations

#### DATE & TIME

6 April 2016 (Wed)

*or*

3 August 2016 (Wed)

*or*

26 October 2016 (Wed)

9:30 am - 5:00 pm

#### FEE

HKMA Member: HK\$2,000.00

Non-member: HK\$2,200.00

Early Bird: Less HK\$200

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Causeway Bay  
HONG KONG

### SPEAKER(S)

#### Ms Rachael Siu (Barrister-at-law)

Rachael has developed a comprehensive portfolio in the practice of civil and criminal law. Her expertise lies in the areas of commercial law, intellectual property, probate matters, matrimonial law, personal injury and sales of goods. Rachael has also undertaken a number of criminal cases in the Magistrates' Courts, District Court and Appellate Courts, including ones where the Securities and Futures Commission was involved. Furthermore, she has experience in dealing with disciplinary hearings under the Estate Agents Authority and tribunal hearings under the Housing Authority.

#### Mr Albert Yip (Law Lecturer)

Currently being a part-time lecturer for the LLM programme of Greenwich University at the HKMA, Albert's specialism includes intellectual property law, competition law, employment law and business law. With teaching experience in law, economics and English at different levels for more than 10 years, he has gained high rating in student evaluation and his students are from all walks of life.

# Fundamentals of Negligence for Managers and Professionals

Tort of negligence is at the hearts of today's business management. Yet, the guiding principles must be properly understood by those using them for avoidance of legal trap and pitfall in workplace and liabilities control.

By reviewing recent typical cases, the legal principles of tortious liabilities and their implications in practice upon the effective administration of common types of businesses are examined. It aims at equipping participants with the necessary knowledge and practical understanding for managing such risks and liabilities in their work environment.

Further, it goes on to outline the key problem areas and traps that those involved in the subject areas need to be alerted.

## CONTENTS

- Principles of liabilities for negligence
- Negligence and duty of care
- Negligent misstatement
- Occupiers' liability
- Employers' liability and various liability
- Defences in relation to torts
- Remedies and damages
- Traps and pitfalls in practice
- Case studies

## AUDIENCE

Those who should attend this training include:-

- Directors, executives, commercial managers, professionals
- CEOs, COOs, CFOs and government officials
- Owners of small and medium enterprises
- Consultants, advisers, project managers and supervisors
- Those interested or involved in commercial transactions and business negotiations

## DATE & TIME

8 April 2016 (Fri)

*or*

12 August 2016 (Fri)

*or*

25 November 2016 (Fri)

9:30 am - 5:00 pm

## FEE

HKMA Member: HK\$2,700.00

Non-member: HK\$2,880.00

Early Bird: Less HK\$200

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## SPEAKER(S)

### Mr Duncan Ho (Barrister-at-law)

Duncan Ho is now practising at Erik Shum's Chambers and has a broad criminal and civil practice. He has appeared in different levels of court, including the Court of Appeal, the Court of First Instance, the Lands Tribunal and the Magistrates' Courts.

In his civil practice, he has experience in handling contractual, land, building management, trusts, construction, intellectual property, personal injuries and employment disputes in litigation, arbitration and mediation. He also has experience in prosecuting and defending criminal cases in different areas.

### Mr Matthew Cheung (Barrister-at-law)

Mr Matthew Cheung is a practising barrister. He has a general civil and criminal litigation practice with emphasis on contract law, land law, building management disputes, construction disputes, tort law and trust matters.

Before joining the legal professional, Matthew obtained a Bachelor of Building Engineering (Construction Engineering & Management) from City University of Hong Kong. He was also awarded the Society of Construction Law Hong Kong Scholarship in 2015.

# Essentials of Contract Law

## What Every Business Manager has to Know

Legal knowledge is becoming more and more important to officers, professionals, managers and executives for enabling the proper discharge of their duties. For every business managers, legal knowledge is of vital importance to enable the proper discharge of the duties and functions in handling their day-to-day commercial transactions and in keeping their organizations out of trouble.

With insightful cases, this workshop provides a comprehensive guide to the key legal principles, with a view to facilitating their direct application by professionals and managers to daily work situations.

### CONTENTS

- **Contract Essentials**  
Elements and ingredients; tenders; letters of intent; letters of engagement; 'battle of forms'; mistakes, misrepresentation and contractual consequences
- **Contract Terms**  
Common express terms; implied terms; drafting and interpreting duties and obligations; discrepancies among contract documents; parol evidence rule
- **Contractual Breaches and Remedies**  
Scope of obligations; standard of performance; remedies for breach; measures of damages; specific performance and injunction; quantum meruit
- **Contract Termination**  
Common law repudiation; contractual repudiation; forfeiture clauses; repudiation by non-performance; alternative dispute resolution.

### AUDIENCE

Those who should attend this workshop include:-

- Directors, executives, commercial managers, professionals
- CEOs, COOs, CFOs and government officials
- Owners of small and medium enterprises
- Consultants, advisers, project managers and supervisor
- Those interested or involved in contractual transactions

### DATE & TIME

27 April 2016 (Wed)

or

6 July 2016 (Wed)

or

5 October 2016 (Wed)

9:30 am - 5:00 pm

### FEE

HKMA Member: HK\$2,000.00

Non-member: HK\$2,200.00

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#### Mr Albert Yip (Law Lecturer)

Currently being a part-time lecturer for the LLM programme of Greenwich University at the HKMA, Albert's specialism includes intellectual property law, competition law, employment law and business law. With teaching experience in law, economics and English at different levels for more than 10 years, he has gained high rating in student evaluation and his students are from all walks of life.

#### Mr Matthew Cheung (Barrister-at-law)

Mr Matthew Cheung is a practising barrister. He has a general civil and criminal litigation practice with emphasis on contract law, land law, building management disputes, construction disputes, tort law and trust matters.

Before joining the legal professional, Matthew obtained a Bachelor of Building Engineering (Construction Engineering & Management) from City University of Hong Kong. He was also awarded the Society of Construction Law Hong Kong Scholarship in 2015.

# Commercial Contract Law for Managers and Professionals

Managers and professionals handle commercial contracts day in and day out. To properly protect the commercial interests and control the business risks, the law regulating commercial contracts has to be correctly understood.

This workshop provides participants with hand-on experience to further enhance their understanding and to facilitate direct application of the legal knowledge to their work. The focus is placed on those contracts commonly used in daily commercial transactions. Through this workshop, participants will be further introduced to salient terms in different types of commercial contracts commonly encountered in the procurement of goods and services and business arrangements. The workshop will also cover the key case laws and main means of alternative dispute resolution in relation to contractual disputes in commercial transactions, with reference to local and overseas experience.

## CONTENTS

### Contract Law Fundamentals

- Salient elements for a valid contract
- Types of contracts
- Terms of contract
- Breach of contracts
- Remedies for breach of contracts
- Termination of contracts

### Commercial Contracts and Dispute Resolution

- Drafting Commercial Contracts
- Price and Payment
- Exclusion and Limitation Clauses
- Termination and Consequences
- Liquidated Damages
- Warranties and Indemnities
- Governing Law
- Dispute Resolution

## AUDIENCE

Those who should attend this workshop include:-

- Directors, executives, commercial managers, professionals
- CEOs, COOs, CFOs and government officials
- Owners of small and medium enterprises
- Consultants, advisers, project managers and supervisors
- Those interested or involved in contractual transactions and business negotiations

### DATE & TIME

4 May 2016 (Wed)

*or*

23 September 2016 (Fri)

*or*

2 December 2016 (Fri)

9:30 am - 5:00 pm

### FEE

HKMA Member: HK\$2,700.00

Non-member: HK\$2,880.00

Early Bird: Less HK\$200

(For those who make payment one month prior to the course commencement)

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Causeway Bay

HONG KONG

## SPEAKER(S)

### Ms Wendy Yeung (Barrister-at-law)

Ms Wendy Yeung is a practising barrister in Hong Kong. She has a general civil and criminal litigation practice. She has abundant experience in commercial and business areas. She was a managing director of Hong Kong & China Financial Dynamics International Limited and a founder and managing director of Occasions Corporate & Financial Communication Limited.

### Mr Hughes Tang (Barrister-at-law)

Hughes has a broad commercial practice in line with chambers' profile with a particular emphasis in commercial litigation, company law and personal injury. Appointed as mediator in over 350 cases ranging from commercial contracts, shareholders' disputes, employment, personal injuries, employees compensation, conveyancing, landlord and tenants, compulsory sales for redevelopment, building managements, defamation, will and probate and matrimonial matters.



# Mediators' Skills for Non-Mediators

## Negotiation Power Building for Business Executives and Professionals

Business managers and executives now spend much more time to get others to agree without realizing it. Indeed, a core competency for nowadays business managers and professionals in getting successful management of projects is to achieve consensus over decisions and agreements made. The trend further calls for the proper understanding and use of negotiation and mediation skills in the daily work environment.

Using lecture and workshop sessions, participants can enhance the effectiveness of communications at personal and project level, deal with conflicts and dispute in their workplace and avoid traps and pitfalls in approaching negotiation. This workshop is tailor-made with business skills for getting better results and, in turn, more positive successes to daily situations in the commercial environment.

### CONTENTS

#### Understanding Negotiation

- True meaning of and effective approaches in negotiation
- Re-understanding commercial disputes and differences
- Key phases in getting win-win consensus
- Negotiation tactics and counter tactics

#### Using Mediation

- Theories and trend of mediation
- Mediation skills and practices
- Handling troubles and troublemakers in bargaining
- Preparing and planning for action in mediation

### AUDIENCE

Those who should attend this training include:-

- Directors, corporate executives, commercial managers, professionals, Business executives
- CEOs, COOs, CFOs and government officials
- Owners of small and medium enterprises
- Consultants, advisers, project managers and supervisors
- Those interested or involved in decision making and business negotiations

#### DATE & TIME

6 May 2016 (Fri)

*or*

26 August 2016 (Fri)

*or*

2 November 2016 (Wed)

9:30 am - 5:00 pm

#### FEE

HKMA Member: HK\$2,700.00

Non-member: HK\$2,880.00

Early Bird: Less HK\$200

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#### VENUE

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33-35 Leighton Road

Causeway Bay

HONG KONG

### SPEAKER(S)

#### Mr Moses Kong (Barrister-at-law)

A committed multilingual barrister-at-law who advises and represents clients in a wide range of areas from civil to criminal litigation. He is a practising barrister at Equity Chambers. He holds Master of Law, International Business Law (Osgoode Hall Law School, York University, Canada). He is also an accredited mediator with the Hong Kong Mediation Accreditation Association Limited.

#### Mr Duncan Ho (Barrister-at-law)

Duncan Ho is now practising at Erik Shum's Chambers and has a broad criminal and civil practice. He has appeared in different levels of court, including the Court of Appeal, the Court of First Instance, the Lands Tribunal and the Magistrates' Courts.

In his civil practice, he has experience in handling contractual, land, building management, trusts, construction, intellectual property, personal injuries and employment disputes in litigation, arbitration and mediation. He also has experience in prosecuting and defending criminal cases in different areas.

# Legal Aspects of Business Start-up in Mainland China

## Must-Dos and Must-Don'ts

Companies often take a staged approach to setting up business in Mainland China. However, they should seek professional advice early on due to incorporating a company in Mainland China is a complex process requiring various approvals and the difficulties in altering business structure once a legal entity is incorporated.

This workshop equips participants involved in business dealings in Mainland China an introductory but yet comprehensive legal education in the essential business laws for starting up businesses in Mainland China. With these, the ways how business transactions and commercial disputes are handled under the laws of Mainland China may be formulated.

### CONTENTS

#### Regulation of Business Entities

- Types of Corporations and Business Entities
- Laws and Procedures Relating to Establishing Different types of Business Entities
- Laws and Governance of PRC Business Entities
- Insolvency of Corporation and Business Entities

#### Laws of Business Transactions

- Contract Law
- Bills of Exchange
- Laws of Agency
- Legal Remedies and Dispute Handling

### AUDIENCE

Those who should attend this workshop include:-

- Directors, executives, commercial managers, professionals
- Owners of small and medium enterprises
- Consultants, advisers, project managers and supervisors
- Those interested or involved in business dealings and transactions with or in Mainland China counterparts

#### DATE & TIME

20 April 2016 (Wed)

*or*

9 September 2016 (Fri)

*or*

14 December 2016 (Wed)

9:30 am - 5:00 pm

#### FEE

HKMA Member: HK\$2,700.00

Non-member: HK\$2,880.00

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# APPLICATION FORM

## 1-Day Seminars & Workshops

- |  | HKMA Member | Non-member |
|--|-------------|------------|
| <input type="checkbox"/> 1. Construction Claims and Contract Management                | HK\$2,700   | HK\$2,880  |
| <input type="checkbox"/> TS-A6872-2016-1-FC 16 Mar 2016                                |             |            |
| <input type="checkbox"/> TS-A6872-2016-2-FC 13 Jul 2016                                |             |            |
| <input type="checkbox"/> 2. Safety and Environmental Offences in Construction Projects | HK\$2,700   | HK\$2,880  |
| <input type="checkbox"/> TS-A6873-2016-1-FC 18 Mar 2016                                |             |            |
| <input type="checkbox"/> TS-A6873-2016-2-FC 22 Jul 2016                                |             |            |
| <input type="checkbox"/> 3. False Trade Description and Mis-selling                    | HK\$2,000   | HK\$2,200  |
| <input type="checkbox"/> TS-86789-2016-1-FC 6 Apr 2016                                 |             |            |
| <input type="checkbox"/> TS-86789-2016-2-FC 3 Aug 2016                                 |             |            |
| <input type="checkbox"/> 4. Fundamentals of Negligence for Managers and Professionals  | HK\$2,700   | HK\$2,880  |
| <input type="checkbox"/> TS-A6875-2016-1-FC 8 Apr 2016                                 |             |            |
| <input type="checkbox"/> TS-A6875-2016-2-FC 12 Aug 2016                                |             |            |
| <input type="checkbox"/> 5. Essentials of Contract Law                                 | HK\$2,000   | HK\$2,200  |
| <input type="checkbox"/> TS-47535-2016-1-FC 27 Apr 2016                                |             |            |
| <input type="checkbox"/> TS-47535-2016-2-FC 6 Jul 2016                                 |             |            |
| <input type="checkbox"/> 6. Commercial Contract Law for Managers and Professionals     | HK\$2,700   | HK\$2,880  |
| <input type="checkbox"/> TS-47536-2016-1-FC 4 May 2016                                 |             |            |
| <input type="checkbox"/> TS-47536-2016-2-FC 23 Sep 2016                                |             |            |
| <input type="checkbox"/> 7. Mediators' Skills for Non-Mediators                        | HK\$2,700   | HK\$2,880  |
| <input type="checkbox"/> TS-A6876-2016-1-FC 6 May 2016                                 |             |            |
| <input type="checkbox"/> TS-A6876-2016-2-FC 26 Aug 2016                                |             |            |
| <input type="checkbox"/> 8. Legal Aspects of Business Start-up in Mainland China       | HK\$2,700   | HK\$2,880  |
| <input type="checkbox"/> TS-47537-2016-1-FC 20 Apr 2016                                |             |            |
| <input type="checkbox"/> TS-47537-2016-2-FC 9 Sep 2016                                 |             |            |
| <input type="checkbox"/> TS-47537-2016-3-FC 14 Dec 2016                                |             |            |

\* Applicants should include their HKID card number and fill in all details in block letters, otherwise no MDCU will be given.  
The Association will issue certificates based on the details and name format as given in this form.

Name (Mr/Ms) (Surname) \_\_\_\_\_ (Other Names) \_\_\_\_\_ 姓名: \_\_\_\_\_ (中文)

HKID Card No.: \_\_\_\_\_ HKMA Membership No.: \_\_\_\_\_

Position: \_\_\_\_\_

Company: \_\_\_\_\_

Address of Company: \_\_\_\_\_

Nature of Business (e.g. Toy Manufacturing), please specify: \_\_\_\_\_

Job Responsibilities: \_\_\_\_\_

Telephone No. (Office): \_\_\_\_\_ (Residence): \_\_\_\_\_ (Mobile): \_\_\_\_\_

Fax No. (Office): \_\_\_\_\_ E-mail: \_\_\_\_\_

Correspondence Address: \_\_\_\_\_

Cheque Number: \_\_\_\_\_ Cheque Amount: HK\$ \_\_\_\_\_

Education Level:  Master or above  Bachelor  HKMA Diploma  Other Diploma  
 Matriculation  Form 5 Others (Please specify) \_\_\_\_\_

Total Number of Years' Working Experience \_\_\_\_\_ Years of Working Experience in Course-Related Field \_\_\_\_\_

Name of Nominator (if applicable) \_\_\_\_\_ Email \_\_\_\_\_

Sponsorship:  Self-sponsored  Company-sponsored (please fill in the following information if a cheque/ receipt is not attached)

### From where did you FIRST learn about this Programme?

- Mail  Newspaper/Magazine (please specify): \_\_\_\_\_  HKMA email  
 E mail promotion from other websites (please specify): \_\_\_\_\_  Website Advertisement (please specify): \_\_\_\_\_  
 HKMA Website (From where did you learn about, please specify): \_\_\_\_\_  MTR Station (please specify): \_\_\_\_\_  
Exhibition  Education & Careers Expo (EEX)  Jobmarket Career & Education (EJEX)  Others (please specify): \_\_\_\_\_

### DECLARATION

I authorize the HKMA to use my data to keep me informed of any direct marketing information including training and education programmes, awards and competitions, membership, alumni, promotional activities and other services and activities that it may arrange.

I consent.  I do not consent.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- This form together with a crossed cheque payable to **The Hong Kong Management Association** should be returned to:  
Executive Director, The Hong Kong Management Association, 16/F Tower B Southmark, 11 Yip Hing Street,  
Wong Chuk Hang, Hong Kong.

# 1-Day Seminars & Workshops

## 1. Construction Claims and Contract Management

Class A: TS-A6872-2016-1-FC 16 Mar 2016      B: TS-A6872-2016-2-FC 13 Jul 2016      C: TS-A6872-2016-3-FC 11 Nov 2016

## 2. Safety and Environmental Offences in Construction Projects

Class A: TS-A6873-2016-1-FC 18 Mar 2016      B: TS-A6873-2016-2-FC 22 Jul 2016      C: TS-A6873-2016-3-FC 28 Oct 2016

## 3. False Trade Description and Mis-selling

Class A: TS-86789-2016-1-FC 6 Apr 2016      B: TS-86789-2016-2-FC 3 Aug 2016      C: TS-86789-2016-3-FC 26 Oct 2016

## 4. Fundamentals of Negligence for Managers and Professionals

Class A: TS-A6875-2016-1-FC 8 Apr 2016      B: TS-A6875-2016-2-FC 12 Aug 2016      C: TS-A6875-2016-3-FC 25 Nov 2016

## 5. Essentials of Contract Law

Class A: TS-47535-2016-1-FC 27 Apr 2016      B: TS-47535-2016-2-FC 6 Jul 2016      C: TS-47535-2016-3-FC 5 Oct 2016

## 6. Commercial Contract Law for Managers and Professionals

Class A: TS-47536-2016-1-FC 4 May 2016      B: TS-47536-2016-2-FC 23 Sep 2016      C: TS-47536-2016-3-FC 2 Dec 2016

## 7. Mediators' Skills for Non-Mediators

Class A: TS-A6876-2016-1-FC 6 May 2016      B: TS-A6876-2016-2-FC 26 Aug 2016      C: TS-A6876-2016-3-FC 2 Nov 2016

## 8. Legal Aspects of Business Start-up in Mainland China

Class A: TS-47537-2016-1-FC 20 Apr 2016      B: TS-47537-2016-2-FC 9 Sep 2016      C: TS-47537-2016-3-FC 14 Dec 2016

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# APPLICATION FORM ANNEX

## Notes for Application

- Registration must be made on the Enrolment Form provided and returned to the Association before the programme commencement date (Not less than 5 days) with full fee.
- Acceptance is subject to the discretion of the Association.
- Applicants will be notified by telephone to confirm receipt of the application form and full programme fee. An official receipt will be sent to you within two weeks.
- Applicants are expected to attend the course at the place and time specified in the brochure unless otherwise notified.
- When a programme is over-subscribed, additional classes may be started in some cases. Applicants may then be notified of the new time, dates and place of meetings when necessary.
- For ENROLMENT and ENQUIRIES please call 2774-8501 (Customer Service Department) during normal office hours or fax 2774-8503.
- No refund will be made after payment, but participants can arrange to have their places substituted should they be unable to attend the programme by notifying the Association at least 2 days prior to programme commencement.
- Fax reservations are welcome but are subject to confirmation by payment in full within 10 days of the date the reservation is made or 5 days prior to programme commencement, whichever is sooner.
- Applications, upon full payment, will be processed on a first-come first-served basis.
- Before classes/examinations commence, if the Observatory announces that Typhoon Signal No.8 or above/Black Rainstorm Warning is in force; or Typhoon Signal No.8 or above will be hoisted within 2 hours, no classes/examinations will be held. Replacement classes and remedial examinations will be arranged. (All classes will be held as scheduled if Typhoon Signal No.8 or above/Black Rainstorm Warning is lowered at or before 7:00 am; 2:00 pm classes and examinations thereafter will be held as scheduled if Typhoon Signal No.8 or above/Black Rainstorm Warning is lowered at or before 12:00 noon; 6:00 pm classes and examinations thereafter will be held as scheduled if it is lowered at or before 4:00 pm.)
- When Typhoon Signal No.8 or above is in force during classes/examinations, all classes and examinations will be dismissed immediately. Replacement classes and remedial examinations will be arranged. When Black Rainstorm Warning is in force during classes/examinations, all classes and examinations will be held as scheduled.
- The Association reserves the right to cancel a programme and/or make alterations in relation to its lecturers, contents, dates, time, venue and other particulars without prior notice.
- HKMA Website: WWW.HKMA.ORG.HK

## Notes

- I shall comply with The Hong Kong Management Association (HKMA) Privacy Policy Statement, the Hong Kong Personal Data (Privacy) Ordinance (Cap.486) and other related regulations which will be changed from time to time. I declare that the data given in support of this application are, to the best of my knowledge, true, accurate and complete. I understand that the data will be used in the admission assessment process and that any misrepresentation, omission or misleading information given may disqualify my application for admission and enrolment in the programme.
- I authorize the HKMA to obtain, and the relevant authority to release any information about my studies in institutions in Hong Kong and/or overseas.
- I understand that, upon my registration in the programme, the data will become part of my student record and may be used and processed for all lawful purposes relating to my academic and/or non-academic activities in accordance with the established policy of the HKMA and the Hong Kong Personal Data (Privacy) Ordinance (Cap.486).
- I authorize the HKMA to use my data to carry out checks on my academic status, including but not limited to multiple admission applications and records of previous studies.
- I expressly consent that the personal data will be used for the HKMA administrative, academic, research, statistical, alumni activities and prescribed purposes as allowed by HKMA and the laws of Hong Kong from time to time.
- The HKMA supports the equal opportunities policy, without discriminating against any person on the grounds of gender, disability, family status or any other basis.