

1. Personal and Professional Details	
Title: First Name(s):	Employer:
Family Name(s):	Employer Address:
Sex (M/F): Date of Birth (optional):	Town: City:
Address:	Country:
	Postcode/Zip:
	Employer Contact Name:
City: Postcode/Zip:	Employer Contact Job Title:
County:	Employer Contact Email:
Telephone No Daytime:	Employer Contact Telephone No:
Evening:	Employer Contact Facsimile No:
Facsimile	Do you want your employer to know that you are taking this course? Yes <input type="checkbox"/> No <input type="checkbox"/>
E-mail:	
Special Requirements:	Course materials to be delivered to: (please note that all course materials are sent via courier and will need to be signed for) Home Address <input type="checkbox"/> Employer Address <input type="checkbox"/> Correspondence Address <input type="checkbox"/>
Correspondence Address (if different from above):	Account Contact Name:
City: Postcode/Zip:	Account Contact Email:
County:	Account Contact Telephone:
2. Education/Qualifications	
Please indicate your educational and professional qualifications (if any):	



3. Employment Sector

If you are employed please state your Job Title:

Please select the description which best applies to you (not necessarily by Professional Qualification):

Academic	<input type="checkbox"/>	Fund Administrator/Manager	<input type="checkbox"/>	Probate Executive	<input type="checkbox"/>
Accountant	<input type="checkbox"/>	HR	<input type="checkbox"/>	Secretarial/Administration	<input type="checkbox"/>
Banker	<input type="checkbox"/>	Insurance Advisor	<input type="checkbox"/>	Tax Advisor	<input type="checkbox"/>
Barrister	<input type="checkbox"/>	Judge	<input type="checkbox"/>	Trust Manager (Senior)	<input type="checkbox"/>
Client Relations/Marketing/Sales	<input type="checkbox"/>	Lawyer (Partner level)	<input type="checkbox"/>	Trust Officer/Trust Administrator	<input type="checkbox"/>
Compliance Officer/Manager	<input type="checkbox"/>	Lawyer/Solicitor/Attorney	<input type="checkbox"/>	Trustee/Fiduciary	<input type="checkbox"/>
Corporate Administrator	<input type="checkbox"/>	Legal Assistant/Paralegal	<input type="checkbox"/>	Wealth Management	<input type="checkbox"/>
Estate Planner	<input type="checkbox"/>	Legal Executive	<input type="checkbox"/>	Will Writer	<input type="checkbox"/>
Financial Planner	<input type="checkbox"/>	Notary	<input type="checkbox"/>	None of the above	<input type="checkbox"/>

Nature of duties:

Please select the area(s) of specialisation which are of interest to you (choose as many as are relevant):

Accounting	<input type="checkbox"/>	Executorship and Probate	<input type="checkbox"/>	Philanthropy	<input type="checkbox"/>
Agricultural Property	<input type="checkbox"/>	Family Business	<input type="checkbox"/>	Private Equity and Property Funds	<input type="checkbox"/>
Anti-Money Laundering	<input type="checkbox"/>	Family Law	<input type="checkbox"/>	Retail Funds	<input type="checkbox"/>
Banking Law	<input type="checkbox"/>	Financial Services	<input type="checkbox"/>	Succession and Probate	<input type="checkbox"/>
Charities - Formation and Administration	<input type="checkbox"/>	Foundations	<input type="checkbox"/>	Tax Investigations	<input type="checkbox"/>
Compliance	<input type="checkbox"/>	Hedge Funds	<input type="checkbox"/>	Taxation - Corporate	<input type="checkbox"/>
Contentious Trusts/Estates	<input type="checkbox"/>	Insurance	<input type="checkbox"/>	Taxation - International	<input type="checkbox"/>
Corporate Administration/Management	<input type="checkbox"/>	Investments	<input type="checkbox"/>	Taxation - Personal	<input type="checkbox"/>
Cross-Border Estates	<input type="checkbox"/>	Mediation	<input type="checkbox"/>	Trust Accounting	<input type="checkbox"/>
Elderly Client	<input type="checkbox"/>	Mental Capacity	<input type="checkbox"/>	Trust Creation/Administration	<input type="checkbox"/>
Estate Administration	<input type="checkbox"/>	Pensions Law	<input type="checkbox"/>	Wealth Planning	<input type="checkbox"/>
Estate Planning	<input type="checkbox"/>	Personal Skills	<input type="checkbox"/>	Will Preparation	<input type="checkbox"/>

4. Course Selection

I wish to enrol on the following course (**only one booking per form**):

Please **tick one box only** then write the jurisdiction and date of the face-to-face course and examination in the space provided.

<input type="checkbox"/> Certificate:	Date:	Location:
Diploma		
<input type="checkbox"/> 1 Trust Creation: Law and Practice:	Date:	Location:
<input type="checkbox"/> 2 Company Law and Practice:	Date:	Location:
<input type="checkbox"/> 3 Trust Administration and Accounts:	Date:	Location:
<input type="checkbox"/> 4 Trustee Investment and Financial Appraisal:	Date:	Location:



5. Fees

Certificate - Full Programme

HK\$ 17,800

(Including distance Learning Course, Face-to-face-course, Examination and annual STEP student membership subscription)

Diploma - Full Programme

HK\$ 18,400 (per paper)

(Including distance Learning Course, Face-to-face-course, Examination and annual STEP student membership subscription)

6. Invoice and Payment Method

- Invoice to my personal address**
- Invoice to my employer, who has agreed to pay the fee**

Signature of Employer:

- Other: (Please specify)**

Please complete the registration online or complete the registration form and forward full payment of course fee either by cheque and mail to Courses & Seminars Limited, 10th Floor, 122 Queen's Road Central, Hong Kong or by direct transfer to our account at HSBC (102 - 437431 - 001). For direct transfer into our account, please email the supporting bank document evidencing the direct deposit to us at registration@courses-seminars.com or fax the same to us at (852) 2901 - 1332.

7. Data Protection

The personal and other information you have provided will be used by the CLTI, STEP and its branches or approved agents for administrative, membership and educational purposes or as required by law. Such information will also be held by C & S and will be held pursuant to C&S' Privacy Statement available on its website.

From time to time CLTI and/or STEP and its branches or C&S may pass your details to third parties to enable them to send you information about products and services approved by CLTI and/or STEP or C&S.

I do not wish to receive mailings from third parties approved by CLTI, STEP or C & S relating to beneficial products and services.

- Yes No

If you do not wish your contact details to appear on the lists of STEP members issued to the public please opt out below:

- Yes, please include me. No, please don't include me.

On approval of membership, students will be able to determine their STEP mailing preferences online at www.step.org.

8. STEP Application

Please note that you will become a student member of STEP whilst you are studying for the Certificate or Diploma and will need to complete the following (STEP membership is a requirement of studying the Certificate or Diploma; please do not complete if you are already a STEP student member):

As a student member of STEP, I would like to join the following STEP branch (details can be found on www.step.org/branches-chapters):

STEP Worldwide will be notified of your enrolment within one month of CLTI processing your application. Your welcome e-mail from STEP Worldwide will then be sent to you within 6 weeks.

Please note that all members of STEP must comply with the Code of Professional Conduct which can be found by visiting www.step.org/codeofconduct



9. Terms and Conditions

By signing this document, you confirm that you have read, understood, and agree to the terms and conditions of enrolment. These terms and conditions are listed below:

1 To enrol for this programme, please complete the registration online or complete the registration form and forward the form by email or fax or mail together with payment of course fee by:

- (i) cheque (and mail the same to Courses & Seminars Limited, 10th Floor, 122 Queen's Road Central, Hong Kong); or
- (ii) direct transfer to our account at HSBC (102-437431-001).

2 Programme fees:

2.1 The programme fee is set out in the Fee Schedule (please visit our website for fee schedule). The fee includes Distance Learning Course, Face-to-Face Tuition, Examination and annual STEP student membership subscription.

2.2 Upon registration, C&S will issue an invoice by email for the full amount of the programme fee and settlement of the programme fee must be made within 14 days of the date of the invoice. Distance Learning Course materials will be distributed upon enrolment for corporate registrants.

2.3 Any bank charges and/or expenses incurred as a result of bounced cheques and/or wire transfers will be borne by the delegates.

2.4 Our Individual Discount Packages ("IDP") and Organization Discount Packages ("ODP") do NOT apply to this programme.

3 Refunds:

3.1 If a delegate withdraws 8 weeks or more prior to the face-to-face tuition, the programme fee will be refunded, less an administration charge of HK\$3,190.

3.2 If a delegate withdraws less than 8 weeks prior to the start date of the face-to-face course, the delegate will be refunded 50% of the programme fee paid.

3.3 If a delegate withdraws after attending the face-to-face course (or any part thereof) no refund will be paid.

3.4 If a delegate fails to attend a workshop or examination, no refund will be paid.

4 Deferrals:

4.1 If a delegate defers the programme 8 weeks or more prior to the commencement of the face-to-face course, no additional cost will be charged.

4.2 If a delegate defers the programme less than 8 weeks prior to the commencement of the face-to-face course, an administration fee of HK\$2,550 will be charged.

5 Cancellation & Postponements:

5.1 Central Law Training (CLT) and/or C&S reserve the right to cancel and to reschedule a course or examination, where the occasion necessitates. Neither CLT nor C&S accepts liability if, for whatever reason, a course does not take place. There will be no refund if the delegate cannot attend the course on the rescheduled date.

5.2 A face-to-face course or examination will be cancelled if the No.8 typhoon signal or black rainstorm warning is hoisted within 3 hours of the course / examination or during the course / examination. In the event of cancellation due to bad weather, the course / examination will be rescheduled to another date. There will be no refund if the delegate cannot attend the course or examination on the rescheduled date.

6 Delegates are permitted first examination re-sit free of charge, after which there will be a re-sit fee of HK\$1,600 for each subsequent examination re-sit.

7 Data Protection: The personal and other information you provided in the registration process will be used by the CLT or approved agents for administrative, membership and education purposes or as required by law. Such information will also be held by C&S and will be held pursuant to C&S' Privacy Statement available on its website (please visit our website for C&S' Privacy Statement).

I have read the Terms and Conditions and agree to their content (enrolment forms cannot be processed if left unticked)

Signature of Applicant:

Date:

For further queries, please contact our office at (852) 2901-1300 or visit our website at <http://www.courses-seminars.com>

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