

## Application Form

Please complete this form in BLOCK LETTERS and return it by e-mail to [beciee@bec.org.hk](mailto:beciee@bec.org.hk), by fax at +852 2784 6699, or by mail to BEC Institute of Environmental Education (BEC IEE), 2/F, 77 Tat Chee Avenue, Kowloon Tong, Hong Kong. Each form should be used for one applicant only. For enquiries, please call +852 2784 3957 or email to [beciee@bec.org.hk](mailto:beciee@bec.org.hk).

<b>Part A: Course Code &amp; Title<sup>1</sup>: 91006 Carbon Audit Step by Step (2nd Intake) (8 February 2023)</b>		
<b>Part B: Personal Information<sup>2</sup></b>		
Name: _____ (English)		(Chinese)
Company Name: _____		
Job Title: _____		
Office No: _____	Mobile No: _____	E-mail Address: _____ (we will confirm your application by e-mail)
Education Level (please <input checked="" type="checkbox"/> one only): <input type="checkbox"/> Primary <input type="checkbox"/> Secondary <input type="checkbox"/> Diploma/Associate Degree <input type="checkbox"/> Tertiary <input type="checkbox"/> Graduate School <input type="checkbox"/> Others _____		
BEC Member <sup>3</sup> ? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Council <input type="checkbox"/> Corporate <input type="checkbox"/> General <input type="checkbox"/> Affiliate → BEC Membership No. _____		
<b>Part C: Course Fee and Discounts</b> (please <input checked="" type="checkbox"/> where appropriate)		
<input type="checkbox"/> Standard Course Fee		\$ 1,350
<input type="checkbox"/> BEC Member Discount – Council (10%); Corporate (5%); General (5%); Affiliate (5%)		<input type="checkbox"/> 5% / <input type="checkbox"/> 10% off
<input type="checkbox"/> Other professional institutions? (click here to check if your institution is on the list for discount) <sup>4</sup> Name of institution: _____ Membership No.: _____		<input type="checkbox"/> 5% off
<input type="checkbox"/> Early Bird Discount (5%) – enrolment on or before 25 January 2023		<input type="checkbox"/> 5% off
<input type="checkbox"/> Group Discount (5%) – group of 2 or more from the same organisation and pay the course fee in a <b>single</b> transaction. Please provide their names and email addresses below:		<input type="checkbox"/> 5% off Please round up to the nearest dollars.
<b>Total Payment<sup>5</sup></b> (maximum discount capped at 15%)		<b>\$</b>
<b>Part D: Payment Method</b> (Course fee can be paid by cheque / credit card, please <input checked="" type="checkbox"/> where appropriate)		
<input type="checkbox"/> <b>By Cheque</b>  Please send the completed form with a crossed cheque made payable to “ <b>Business Environment Council Limited</b> ” to the following address:  BEC Institute of Environmental Education 2/F, 77 Tat Chee Avenue, Kowloon Tong, Hong Kong  Cheque No: _____		<input type="checkbox"/> <b>By Bank Transfer</b>  Bank Name: The HongKong and Shanghai Banking Corporation Limited Bank Branch: 1 Queen’s Road Central, Hong Kong Account Number: 848-868998-292 Account Name: Business Environment Council Limited Bank Swift Code: HSBCHKHHHKH  <b>To notify us of your payment, please email a copy of the bank slip to <a href="mailto:beciee@bec.org.hk">beciee@bec.org.hk</a></b>
<b>Part E: How did you find out about the course?</b>		
<input type="checkbox"/> BEC Website	<input type="checkbox"/> Email / eDM	
<input type="checkbox"/> Professional institutions' websites	<input type="checkbox"/> Friends / Colleagues	
<input type="checkbox"/> BEC IEE Training Programme Pamphlet	<input type="checkbox"/> Other:	
<input type="checkbox"/> Newsletter		

<sup>1</sup> Please visit BEC website at <https://bec.org.hk/en/events?filter=type-course> for course information.

<sup>2</sup> Personal data including contact information will be used by BEC for its communications and direct marketing purpose, including newsletters and promotions of events, training courses and other activities. If you do not wish to receive any further promotional materials from BEC, please send an email to us at [unsubscribe@bec.org.hk](mailto:unsubscribe@bec.org.hk)

<sup>3</sup> Please visit BEC website at <https://bec.org.hk/en/our-member> for more BEC membership information.

<sup>4</sup> Please also visit BEC website at <https://bec.org.hk/en/eventinfo?eid=154>

<sup>5</sup> Please round up to the nearest dollars.

### Standard Terms & Conditions:

1. Enrolment will only be processed and considered with a fully completed application form and the appropriate course fee.
2. Course fee paid by crossed cheque should be made payable to "Business Environment Council Limited".
3. If there is a course quota, enrolment will be accepted on a first come, first served basis.
4. Successful applicants will be notified at least 5 working days before the commencement of the course.
5. Course fee paid is non-refundable, except under special circumstances as listed below:
  - a. Course cancellation due to the hoisting of typhoon signal no.8 or above, or black rainstorm warning 3 hours before the commencement of the course.
  - b. Course cancellation due to insufficient enrolment.
  - c. Unsuccessful application due to full enrolment.
6. Business Environment Council Limited ("BEC") reserves the right to cancel any course or reject any enrolment at its sole discretion, and BEC's decision will be final.
7. Personal data including contact information will be used by BEC for its communications and direct marketing purposes, including distribution of newsletters and promotions of events, training courses and other activities. If you do not wish to receive any further promotional materials from BEC, please send an email to [unsubscribe@bec.org.hk](mailto:unsubscribe@bec.org.hk);
8. Information provided will be kept strictly confidential and will not be sold, reused, rented, loaned, or otherwise disclosed to third parties.

### Declaration:

I have read and accepted the above "Standard Terms and Conditions" in this Application Form and agreed that the "Standard Terms and Conditions" are subject to revisions at the sole discretion of BEC IEE as published on the website of BEC.

Applicant's signature: \_\_\_\_\_

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

