



Membership Application / Renewal Form

General Information

Please read our [TERMS OF MEMBERSHIP AND PRIVACY POLICY STATEMENT](#) carefully before completing this form. Please complete legibly all parts in **BLOCK LETTERS**. ❖ Please "✓" the appropriate box(es) only.

New Membership Membership Renewal Change of Personal Data (Please provide update on changes only.)

Membership ID : _____

Personal Information

Name : _____ (Eng) _____ (Chi)
Surname First name

HKID No. : _____ () Date of birth : _____ (yyyy) (mm) (dd) Gender : M / F

Contact phone no. : _____ (Office) _____ (Mobile) _____ (Fax)

E-mail : _____

Mailing address : (Eng) _____
(Chi) _____

Company name : _____ Years of experience in selling life insurance / financial planning : _____

Position : _____ Insurance agent reg. no. : _____

Job nature : Sale of insurance-related products Financial planning Others(Please specify) : _____

Educational level attained : Secondary Post-secondary Bachelor Master Ph. D
 Professional qualification (Please specify) : _____

Language : Spoken : English Mandarin Cantonese Written : English Chinese

Do you agree to receive news on our training activities and new courses ? Agree Do not agree

Membership Fee

Annual Fee : HK\$500.00 for New Membership* HK\$300.00 for Membership Renewal

* Include once-off Registration Fee of HK\$200.00

Declaration by Applicant

I, the undersigned, hereby would like to apply for becoming a member of Aspire Learning Limited. I confirm that the information provided above is true and accurate. I have read and understood the Terms of Membership and Privacy Policy Statement, and agree to abide by the rules and regulations of Aspire Learning Limited.

Name of Applicant (in Block Letter) _____ Signature _____ Date _____

For Office Use Only

Accept New Membership / Membership Renewal Effective Date : _____ Payment Made

Reject Remarks : _____

MEMBER BENEFITS

As a privileged member of Aspire Learning Limited, you are entitled to the following benefits :

- ◆ Special membership discount for all public courses/programs offered by us.
- ◆ Free educational seminar(s)
- ◆ On-line participation in Discussion Forum to resolve customer and product issues arising from the selling process.
- ◆ On-line course enrolment, download of course materials and forms.
- ◆ On-line review on personal training history including course and no. of hours taken.
- ◆ Updates on latest development in insurance and financial planning markets, learning tool-kits and its application.

METHODS OF APPLICATION

Membership Requirements

Individuals who are currently involved in the sale of insurance-related products and financial planning are welcome to join us as a privileged member of Aspire Learning Limited. Applicants who are working outside this job scope will be considered on case to case basis.

On-line Application

You can submit the application form on-line via our website at www.aspirelearning.org.

Application by Post

You may also download the application form from our website at www.aspirelearning.org and mail the completed application form to us.

Payment Methods

All membership applications / renewals can select the following method for payment of respective membership fees :

1) Payment by Cheque

All cheques should be made payable to "**Aspire Learning Limited**" crossed, and sent to **Suite 606, Tower 2, Silvercord, 30 Canton Road, Tsim Sha Tsui, Kowloon**. Please write down your **name** and **contact number** on the back of the cheque.

If you are making on-line application, please also quote **System-Generated Reference Number** at the back of the cheque. For application by post, please mail us your cheque together with your completed application form.

2.) Direct Debit to Bank Account

You may also make your payment by direct debit to our HSBC bank account **808-042840-838** via **ATM machine** or **Over-the-Counter Payment**. Please remember to collect the ***Payment Receipt** after each transaction.

Upon payment transfer, please go through the followings to complete the entire application and payment process:

1. Complete the **Remittance Advice Fax Sheet**. **Payment Receipt** is required to complete the form;
2. Fax the completed form to 28651335; *AND*
3. Give us a call at 28668850 or email us via info@aspirelearning.org to confirm fax receipt.

*** Remark : Your application will NOT be complete or accepted without the Payment Receipt and all fees paid are non-refundable.**

Successful applications/renewals will be notified by email or by post within 14 days of application. New member will receive a membership ID and Password for login to our web. You are advised to quote your membership ID in all subsequent correspondence with Aspire Learning.

TERMS OF MEMBERSHIP

Followings are the terms of membership for members of Aspire Learning Limited (hereinafter "Aspire Learning") :

1. Membership year is from January 1 to December 31 of the year.
2. Annual Membership Fee for an individual is HK\$300 per year and Registration Fee for the first year is HK\$200.
3. Applicants who make application after January 1 of the year will have their first year membership ended by December 31. Annual membership fee for the first year will not be prorated..
4. Members should renew their membership on or before December 31 every year. Membership will be deemed to be withdrawn voluntarily if we do not receive membership renewal application and corresponding payment by March 31 of the year. Membership renewal applications submitted after March 31 will be considered as New Membership Application and Registration Fee of HK\$200 will be charged.
5. Members who withdraw their membership in the course of the year will not be eligible for any refund of the membership fees made.
6. Membership of Aspire Learning is not transferable.
7. Aspire Learning has the sole discretion whether to accept application and/or renewal of membership by individuals without giving reasons or explanations.
8. Successful applicants will be notified of membership acceptance and will be eligible to enjoy special privileges and benefits exclusively offered to members of Aspire Learning only. Aspire Learning reserves the right to change and drop off any of these benefits from time to time without notice.
9. Aspire Learning reserves the right to amend any terms & conditions of membership including membership fee without prior notice.
10. Aspire Learning reserves the right to terminate membership of any individuals in case of any breach of the terms & conditions by the member. Paid membership fees are non-refundable.

PRIVACY POLICY STATEMENT

Personal data such as individual's name, phone number, HKID, billing information, email and corresponding address may be collected from time to time during, but not limited to, membership application, course enrolment, program evaluation, marketing events and promotional activities.

Personal data collected are mainly used to serve the following purposes :

- ◆ To communicate with members and non-members with regard to membership application, training function, promotion events as well as company activities.
- ◆ To compile participant reports with profile analysis.
- ◆ To maintain membership records and handle enquiries from members.
- ◆ To facilitate the administration and general operation of the office function.
- ◆ To confirm acknowledgment on copyrights owned by Aspire Learning Limited.
- ◆ To maintain such records as necessary to meet with statutory requirements.

As our business is built on the trust our clients placed on us, we shall at all times fully comply with the Personal Data (Privacy) Ordinance ("the Ordinance") of the Hong Kong SAR in collecting, maintaining and using the personal data of our clients. And we have the obligation to safeguard and keep confidential any information provided in accordance with the following principles :

- ◆ Personal data will not be used for any purposes other than the data that were to be used at the time of collection or purposes directly related thereto;
- ◆ Personal data will be protected against unauthorized access;
- ◆ Personal data can only be disclosed by us where permitted by the Ordinance or otherwise legally compelled to do so.
- ◆ Individuals have the right of access to and for correction of their personal data held by us and that request for access or correction will be dealt with in accordance with the Ordinance.

New Membership / Membership Renewal Remittance Advice Fax Sheet (For Direct Debit Payment only)

To : Aspire Learning Limited Fax No : 2865 1335 Date : _____	
HSBC Bank Account No. : 808-042840-838	
Name :	Membership ID (if any) :
Contact Tel. No. :	E-mail :
Methods of Direct Debit : (select one item only)	<input type="checkbox"/> ATM Machine <input type="checkbox"/> Over-the-Counter Payment
Payment Amount :	<input type="checkbox"/> HK\$500.00 for New Membership <input type="checkbox"/> HK\$300.00 for Membership Renewal
Transaction Date :	
If you are making on-line application, please also quote System-Generated Reference Number :	
<i>Remark : We will not be able to process any application without the <u>Payment Receipt</u>. Please note that all fees paid are non-refundable.</i>	

Please Affix Payment Receipt Here

(For pay by ATM machine or Over-the-Counter payment only)