

**DATA ACCESS REQUEST FORM**

**Applicant Details**

Name of Applicant : \_\_\_\_\_

Membership No. : \_\_\_\_\_ HKID No. : \_\_\_\_\_

Email Address : \_\_\_\_\_ Contact Phone No. : \_\_\_\_\_

The Requested Data : \_\_\_\_\_

Manner of Compliance :  Send to me by registered mail a copy of the requested data  
(please tick as appropriate)

Send to me by email a scanned copy of the requested data

**Payment**

I understand that IFPHK may charge a fee for the processing of any data access request under Section 28 of the Personal Data (Privacy) Ordinance.

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

|  | Unit Price     | Required Amount |
|--|----------------|-----------------|
| <b>Administration Fee</b>                            | HK\$100        | HK\$            |
| <b>Scanning Fee (for obtaining a scanned copy)</b>   | HK\$1 per page | HK\$            |
| <b>Printing Fee (for obtaining a hardcopy)</b>       | HK\$1 per page | HK\$            |
| <b>Registered Postage (for obtaining a hardcopy)</b> | HK\$20         | HK\$            |
| <b>Total</b>   |                | <b>HK\$</b>     |

Payment Method:

Cheque Cheque No.: \_\_\_\_\_ Drawn on (Bank): \_\_\_\_\_  
(Please make cheque payable to "IFPHK Ltd.")

Bank Transfer / Deposit

Account Information

Bank Name : HSBC  
Bank Code : 004  
Account Name : The Institute of Financial Planners of Hong Kong Limited  
Account No. : 002-8-414118

(Please attach a copy of transfer / bank-in slip with this form.)

**For Official Use Only**

| Received Date | Ref. No. | Payment |
|---------------|----------|---------|
|               |          |         |