



**Institute of Financial Planners of Hong Kong  
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:

Payment by cheque to: "IFPHK Ltd." (Bank: \_\_\_\_\_ Cheque No.: \_\_\_\_\_)

Payment by credit card:  VISA  MasterCard

I authorize IFPHK to debit the above sum from my credit card account.

Card No. \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Cardholder's Name \_\_\_\_\_ Card Expiry Date \_\_\_\_\_ (MM/YY)

Cardholder's Signature \_\_\_\_\_ Date \_\_\_\_\_

For Official Use Only		
<b>Received Date</b>	<b>Ref. No.</b>	<b>Payment</b>