



THE HONG KONG TRANSLATION SOCIETY LTD.
Membership Application Form

A. Personal Particulars

Family Name: _____ Given Name(s): _____

Name in Chinese: _____ Title: Prof./Dr/Mr./Mrs./Miss/Ms.* _____

Nationality: _____ Date and Place of Birth: _____

Contact tel: _____ E-mail Address: _____

Correspondence Address: _____

I am/am not* a Hong Kong resident.

B. Working Experience

<i>Period</i>	<i>Name of Employer</i>	<i>Job Title & Job Nature</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

C. Educational Qualifications

<i>Year</i>	<i>Title/Qualification</i>	<i>Awarding Institution</i>	<i>Area(s) of study</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

D. Major Publications and Research

<i>Year</i>	<i>Title of Publication & Publisher/Research & Funding Body</i>
_____	_____
_____	_____
_____	_____
_____	_____

E. Professional Experience in Translation

Translation: Years of Experience: (Full-time) _____ (Part-time/Free-lance) _____

Major Field(s): _____

Major Text-type(s): _____

Languages and Directions Involved: _____

Major Institutions Served: _____

Interpretation: Years of Experience: (Full-time) _____ (Part-time/Free-lance) _____

Specialization: Simultaneous/Consecutive/Both*

Major Field(s): _____

Languages and Directions Involved: _____

Major Institutions Served: _____

Titles and Memberships Held:

<i>Year(s)</i>	<i>Title/Membership</i>	<i>Awarding Institution</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____

F. Language Ability

Languages you master adequately well within the following scopes:

<i>Speaking</i>	<i>Reading/ Writing</i>	<i>Translating/Interpreting</i>
_____	_____	_____
_____	_____	_____

G. Personal Data Collection

_____ I have read and understood the Notice on Use of Personal Data and the General Policy on Personal Data Collection of the Hong Kong Translation Society Ltd.

Please also return the completed “Consent Form on Use of Personal Data” and assist us by providing the data required. All data so provided will be kept strictly confidential.

Signature: _____ Date: _____

* Delete where appropriate

FOR OFFICE USE ONLY

Date of Receipt: _____ Committee Decision: Approved/Rejected/Pending* on: _____

Type of Membership Awarded: Student/Associate/Ordinary/Life/Fellow/Honorary* _____

Remarks: _____

General Policy on Personal Data Collection

1. In accordance with the Personal Data (Privacy) Ordinance, a notification relating to the Society's policy on the usage of personal data collected should be provided to all members and relevant parties. This notice sets out the general usage and purpose of personal data collected by the Society from data subjects.
2. For the Purposes of this notice, the "Society" means the Hong Kong Translation Society Ltd., and the term "data subjects" includes the followings:
 - (a) members of the Society;
 - (b) applicants for membership of the Society;
 - (c) donors, sponsors, contributors, suppliers, contractors, service providers, associated bodies or organizations and co-organizers of activities of the Society;
 - (d) contributors, reviewers and referees of the publications of the Society; and
 - (e) nominees and adjudicators in connection with membership application, scholarship application, competition adjudication and related matters of the Society.
3. Personal data relating to data subjects are collected or received by the Society from time to time in and for the ordinary course of the continuation of the relationship between the Society and the data subjects.
4. Personal data relating to data subjects may be used by the Society to facilitate or in connection with any or all of the following purposes:
 - (a) processing application for and renewal of membership;
 - (b) verification of information supplied to the Society;
 - (c) researches and/or analysis by the Society;
 - (d) providing data subjects with information on the Society's activities and development, including circulars, membership correspondence and appeals for donation or contribution;
 - (e) providing data subjects with information and promotional materials on activities, products and services with relevance to translation and the translation profession and in accordance with the objects of the Society, including but not limited to activities, products, services, facilities, benefits, privileges, job opportunities, training, research and development and other benefits, from time to time offered

by the Society and/or by donors, sponsors, contributors, suppliers, contractors, product and service providers, associated and/or charitable bodies or organizations, and other co-organizers or co-sponsors of activities of the Society;
 - (f) complying with any mandatory requirement for disclosure under any applicable law; and
 - (g) any other purpose to which a data subject may from time to time agree.
5. Other than for the purposes set out in paragraph 4, and otherwise with data subjects' express consent, the Society will not use or transfer the personal data of the data subjects for any other purposes.
6. All data subjects shall have the right to request access to and correction of any of their personal data in writing to the Society at membership@hkts.org.hk.

7. To ensure that data subjects receive all relevant communications from the Society, it is important that they update their latest contact and other information with the Society. For data update and related enquiries, please write to the Society at membership@hkts.org.hk.
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To: The Hong Kong Translation Society (“HKTS”)

Consent Form on Use of Personal Data

Dear Sir/Madam,

Thank you for the above notice. I would confirm my selective consent as follows:

- (I) You may use my/our following personal data for the Purposes set out in paragraph (II).

- My/our name
- My/our correspondence address (update: _____)
- My/our email address (update: _____)
- My/our office telephone number (update: _____)
- My/our contact telephone number (update: _____)

(Please tick (“√”) the box provided to indicate your consent for each item)

- (II) My/our personal data will be used for the Purposes as follows:

- information on the events and activities which HKTS hosts or participates in (including news and circulars of HKTS)
- information on job opportunities in the translation field (for members only)
- solicitation for donation and contribution to HKTS

(Please tick (“√”) the box provided to indicate your consent for each item)

Signature

Name:

Date:

Notes on Membership Application

1. Applications should reach the Membership Secretary of the Hong Kong Translation Society:
 - a. By post to: P.O. Box 85, Fo Tan Post Office, N.T., Hong Kong; or
 - b. Preferably, by email to: membership@hkts.org.hk.

2. All applications must be supported by:
 - a. A completed Membership Application Form and Consent Form on Use of Personal Data (pp. 1-4); and
 - b. A copy of your highest/most relevant qualification(s).

3. The following Membership categories are open for application:
 - (1) Ordinary Members: - Any local resident satisfying any of the following requirements may be admitted by the Committee to Ordinary Membership on payment of Membership Fee and annual subscriptions thereafter:
 - (i) Have a Bachelor's Degree from a recognized tertiary institution, or
 - (ii) Have passed the Society's Advanced Diploma Examination, or
 - (iii) Have at least 7 years of practical translation/interpretation experience or related teaching experience.

 - (2) Life Members: - An Ordinary Member may be admitted by the Committee to Life Membership on payment of a Life Membership Fee which shall henceforth exempt the member from payment of annual subscriptions. A Life Member shall have all the rights of Ordinary Membership.

 - (3) Associate Members: - Any local resident satisfying any of the following requirements may be admitted by the Committee to Associate Membership on payment of Membership Fee and annual subscriptions thereafter:
 - (i) Have a qualification in translation from a recognized tertiary institution, or
 - (ii) Have passed the Society's Diploma Examination, or
 - (iii) Have qualified as Member of the Institute of Linguists, United Kingdom.

 - (4) Corresponding Members: - The following persons may be admitted by the Committee to Corresponding Membership on payment of Membership Fee and annual subscriptions thereafter:
 - (i) Any Ordinary or Associate Member leaving Hong Kong and wishes to retain Membership of the Society, or
 - (ii) Any non-local resident with practical experience in translation or translation teaching duly proposed by a voting Member and seconded by another voting Member.

 - (5) Student Members: - Any student registered on a full-time translation programme offered by a recognized tertiary or post-secondary institution and subscribes to the objects of the Society may be admitted by the Committee to Student Membership on payment of Membership Fee and annual subscriptions thereafter. Student Membership status will not be sustained after graduation or leaving the tertiary or post-secondary institution.

4. Associate Members, Corresponding Members, and Student Members shall have all the rights of Ordinary Membership except the right to: (i) vote at General Meetings, and (ii) serve on the Executive Committee.
5. The decision to admit any person to any Membership category shall be made by the Executive Committee at its sole discretion and such decision shall be final and conclusive. Applicants will be notified of the decision of the Executive Committee in due course. Successful applicants can be formally admitted upon effectual payment of the respective Membership fees.
6. ***Payment** should be made payable to "The Hong Kong Translation Society Ltd." by either crossed cheque, direct bank pay-in or online bank transfer to our account (a/c no. 802-058871-051) at OCBC Wing Hang Bank (bank code 035). Please send a copy of your bank pay-in slip or e-banking transfer confirmation (clearly showing your name in full, the amount paid and date of transaction) to both the Membership Secretary at membership@hkts.org.hk and Honorary Treasurer at treasurer@hkts.org.hk. Crossed cheques, clearly showing your name in full, should be sent by post to our Honorary Treasurer: Miss Candy Wong, 14/F, C&C Building, 36 Ting Lai Road, Tai Po, New Territories.
7. Annual subscription fees of the various Membership categories are listed below.

Life Member	HK\$5,000 (one-off payment)
Ordinary Member	HK\$500 (annual)
Associate Member	HK\$500 (annual)
Corresponding Member	HK\$500 (annual)
Student Member	HK\$100 (per 3 years)

8. Every Member, except Honorary Fellow, shall on admission to the Society pay a subscription fee and henceforth renew Membership by means of an annual subscription payable in advance in January each year. All subscription fees shall be prescribed, and subject to change from time to time, by a duly endorsed resolution of the Executive Committee. Any Member whose subscription in arrears for more than 6 months may, at the absolute discretion of the Committee, be deemed to be no longer a Member of the Society.

***Note on payment**

Please confirm with your bank or financial institution about any possible surcharge, handling fee or foreign exchange discount incurred with your payment; the Hong Kong Translation Society Ltd. shall not be held accountable to any costs so incurred.