



THE HONG KONG TRANSLATION SOCIETY
Corporate Membership Application Form

A. Organisation Information

Organisation Name: _____

Name in Chinese (if applicable): _____

Type: Company / Educational Institution / Other (Please specify: _____)

Date of Establishment: _____

HK Business Registration Number: _____

Contact Number: _____

Email Address: _____

Correspondence Address: _____

Website: _____

Contact Person:

Family Name: _____ Given Name(s): _____

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

Role in Organisation: _____

Contact Number: _____ Email Address: _____

B. Organisation Background

Core Areas of Operation: _____

Years in Operation: _____ Number of Employees/Staff: _____

Key Clients/Partners (if applicable): _____

C. Activities and Programmes

(Please highlight the most outstanding items in reverse chronological order)

Description of Main Activities/Programmes: _____

Relevant Programmes/Courses Offered and Accreditations (if applicable): _____

D. Major Publications and Research (if applicable)

Year Title of Publication & Publisher/Research & Funding Body

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

E. Professional Experience in Translation (if applicable)

Translation Services:

Years of Experience: _____

Major Fields: _____

Major Text Types: _____

Languages and Directions: _____

Major Clients/Institutions: _____

Interpretation Services:

Years of Experience: _____

Specialisation: Simultaneous/Consecutive/Both*

Major Fields: _____

Languages and Directions: _____

Major Clients/Institutions: _____

F. Reason(s) for Joining the Society

Reason(s) for Joining: _____

G. Referral Information

How Did You Hear About the Society: _____

H. Organisation Representatives

Please provide information for two organisation representatives to be nominated as Corresponding Members:

Representative 1:

Family Name: _____ Given Name(s): _____

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

Role in Organisation: _____

Contact Number: _____ Email Address: _____

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

Representative 2:

Family Name: _____ Given Name(s): _____

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

Role in Organisation: _____

Contact Number: _____ Email Address: _____

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

I. Personal Data Collection

____ I, on behalf of my organisation, 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.

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.

J. Confirmation

By submitting this application, I, on behalf of my organisation, confirm that:

_____ I have read and understood the Notes on Corporate Membership Application and agree to abide by all the procedures and regulations as stipulated.

_____ I have enclosed a copy of my organisation's business registration certificate or an equivalent document.

_____ I have attached my organisation's logo for use on the Society's website and in sponsored events.

_____ I give consent to the Society to use my corporate logo on the Society's website and in sponsored events, provided that the use of such logo is reasonable, bona fide, and will not cause any embarrassment, loss or legal liability to my organisation.

_____ I agree that my use, if any, of the Society's logo for promotional purposes during the valid period of my membership must be reasonable, bona fide, and will not cause any embarrassment, loss or legal liability to the Society.

Signature: _____ Organisation Chop: _____

Date: _____

* Delete where appropriate

FOR OFFICE USE ONLY

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

Remarks: _____

The Hong Kong Translation Society Ltd. 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.

To: The Hong Kong Translation Society (“HKTS”)

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 home telephone number (update: _____)
- My/our fax (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 Corporate Membership Application

1. Applications should be sent to the Membership Secretary of the Hong Kong Translation Society by email to membership@hkts.org.hk.
2. All applications must be supported by:
 - a. A completed Corporate Membership Application Form and Consent Form on Use of Personal Data.
 - b. A copy of the organisation's incorporation or business registration certificate or an equivalent document.
3. The following types of organisations can apply for Corporate Membership: translation companies, language services providers, educational or professional institutions offering accredited programs or courses in translation or related fields, and other relevant organisations with significant involvement in translation or related activities, having been incorporated as a business for at least two years and having evidence of business goodwill or proven track record.
4. A Corporate Member shall have complimentary Corresponding Membership for one staff member whom the corporation shall appoint for so long as its corporate existence shall continue and the applicable Corporate Membership fee and annual subscription fees are paid. Corporate Members shall have all the rights of Ordinary Members except the right to:
 - a. vote at General Meetings; and
 - b. serve on the Executive Committee.
5. The decision to admit any entity to Corporate Membership 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 in due course. Successful applicants can be formally admitted upon effectual payment of the respective Membership fees.
6. Every Corporate Member shall on admission to the Society pay an entry fee and henceforth renew its 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 Corporate Member whose subscription is 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.
7. Entry fee and annual subscription fees for Corporate Membership are as follows:
 - a. **Entry Fee:** HK\$5,000 (one-off payment)
 - b. **Annual Subscription:** HK\$3,800 (subject to future adjustment)
8. Payment should be made payable to "The Hong Kong Translation Society Ltd." or "香港翻譯學會有限公司" by bank pay-in or online bank transfer to our account (a/c no. 802-058871-051) at OCBC Bank 華僑銀行 (bank code 035). A copy of the bank pay-in slip or e-

banking transfer confirmation (clearly showing the payer's and payee's name in full, the amount paid and date of transaction) should be sent to both the Membership Secretary at membership@hkts.org.hk and Honorary Treasurer at treasurer@hkts.org.hk. All payment shall be made in full free and clear of any charges (including bank charges), set-off, counterclaim or withholding.

9. The Society maintains a list of all current and archived Corporate Members. All current Corporate Members are obliged to maintain an updated profile with the Society, including the corporate logo.

10. Each Corporate Member should give consent to the Society to use the corporate logo on the Society's website and in sponsored events, provided that the use of such logo is reasonable, bona fide, and will not cause any embarrassment, loss or legal liability to that Corporate Member.

11. Corporate Members may use the Society's logo for promotional purposes during the valid period of their membership, provided that such use is reasonable, bona fide, and will not cause any embarrassment, loss or legal liability to the Society, provided always that such Corporate Members shall immediately cease the use of the Society's logo on receiving a notice in writing to that effect from the Society. For the avoidance of doubt, the Society is not required to give a reason for ceasing such use by that Corporate Member.

12. Any Corporate Member whose corporate existence has ceased shall, ipso facto, cease to be a Member of the Society.

13. The Society reserves the right, through the Executive Committee, to request a Corporate Member to provide explanation and information on their conduct whether relating to the Society or otherwise. If such explanation and information shall not be provided within the prescribed time stated in the said request or the explanation or information so provided shall not fully allay the Society's concern about such conduct, then the Committee may call an Extraordinary General Meeting for the Members to decide whether they will sign and deliver a proposal for the expulsion of that Corporate Member in accordance with Article 34 of the Amended and Restated Articles of Association of the Society.

14. The Society reserves the right to withdraw admission of a Corporate Membership if the Society is unable to obtain prescribed payment of fees. If a membership application is accepted, but the Society subsequently discovers that any or all of the information provided by the Corporate Member is misleading or false, the Society reserves the right to revoke the membership with immediate effect, without the right of appeal.

15. The Corporate Membership Certificate is non-transferable and subject to the regulations and conditions set forth by the Society.

16. Corporate Members may resign their membership by giving written notice to the Membership Secretary at any time. This notice should be provided directly to the Society

before the renewal of the membership. Fees already paid will not be refunded. They shall no longer claim themselves as Corporate Members of the Society once their resignations are accepted by the Society.

17. Corporate Members are bound by the terms of these Notes and the Society's Memorandum and Articles of Association, which may be amended from time to time as the Society deems fit.

Adopted by the Executive Committee of
the Hong Kong Translation Society Limited in 2024