

**Hong Kong REITS Association Limited**  
**香港房託基金協會有限公司**

**Membership Application Form 會員申請表格**

**Membership Types 會員類別**

Please tick the box where appropriate

**Corporate Member 公司會員**

適用於管理在香港聯合交易所有限公司上市或買賣的房地產投資信託基金的資產管理公司  
Applicable to an asset management company managing any real estate investment trust which is listed on or traded in Hong Kong Stock Exchange Limited

**Associate Member 聯席會員**

適用於為香港上市的房地產信託基金提供專業服務的公司或機構  
Applicable to a company or an organisation providing professional services to any real estate investment trust listed in Hong Kong

**Individual Member 個人會員**

適用於公司會員或聯席會員的董事、合夥人或僱員  
Applicable to directors, partners or employees of any Associate Member

**Membership Fees 會費**

	<b>Corporate Member</b> 公司會員	<b>Associate Member</b> 聯席會員	<b>Individual Member*</b> 個人會員*
<b>Admission fee (One-off)</b> 入會費 (一次性)	HK\$100,000	HK\$50,000	HK\$10,000
<b>Annual Fee 年費</b>	HK\$50,000	HK\$30,000	HK\$3,000

\* Individual Member can enjoy exemption of one-off admission fee and first-year annual fee (waiver period valid until 31 December 2023)

\* 個人會員可專享豁免入會費及首年會費 (豁免期有效至 2023 年 12 月 31 日)

**Information of Applicant 申請人資料**

**Name of Company / Organisation 公司 / 機構名稱**

English 英文: \_\_\_\_\_  
Chinese 中文: \_\_\_\_\_

**Registered Office Address 註冊辦事處地址**

English 英文: \_\_\_\_\_  
Chinese 中文: \_\_\_\_\_

**Mailing Address 通訊地址**

English 英文: \_\_\_\_\_  
Chinese 中文: \_\_\_\_\_

**Official Website 官方網址:** \_\_\_\_\_

**Business Nature 業務性質:** \_\_\_\_\_

**Information of Representative of Corporate / Organisational Applicant or Individual Applicant 公司/機構申請人代表或個人申請人資料**

Salutation 稱謂: Dr/Prof/Mr/Mrs/Ms\*

Full Name 全名: (English 英文) \_\_\_\_\_ (Chinese 中文) \_\_\_\_\_

Job Title 職銜: (English 英文) \_\_\_\_\_ (Chinese 中文) \_\_\_\_\_

Residential Address 住宅地址:

(English 英文) \_\_\_\_\_

(Chinese 中文) \_\_\_\_\_

Tel 電話: \_\_\_\_\_ Email 電郵: \_\_\_\_\_

**Information of Contact Person 聯絡人資料 (If not the same as above 如與上列不同)**

Salutation 稱謂: Dr/Prof/Mr/Mrs/Ms\*

Name 姓名: (English 英文) \_\_\_\_\_ (Chinese 中文) \_\_\_\_\_

Job Title 職銜: (English 英文) \_\_\_\_\_ (Chinese 中文) \_\_\_\_\_

Tel 電話: \_\_\_\_\_ Email 電郵: \_\_\_\_\_

\*請刪去不適用者 Please delete whichever is inappropriate

**Acknowledgement 聲明**

Please tick the box(es) where appropriate

We/I hereby declare that the information provided in this application form is true and correct. Please consider my/our application based on the information provided in this application form and we/I agree to accept the decision of the Association as to our/my eligibility for the membership. We/I understand that the data will be used in the application process and that any misrepresentation, omission or misleading information given in this application form may lead to disqualification of our/my application and/or membership.

本機構/本人聲明在本表格內的資料均屬無訛，請按資料考慮本公司/機構/本人之申請。本公司/機構/本人同意並接納貴會對本公司/機構/本人可否成為會員之決定。本公司/機構/本人了解資料將在申請過程中使用，任何虛假記載，遺漏或誤導性的資料會引致本公司/機構/本人的申請及/或會員資格被取消。

HKREITA intends to use your name(s) and contact details (such as telephone number(s), email address(es) and/or correspondence address(es)) and/or provide the same contact details to the related parties (more particularly set out in the attached Personal Information Collection Statement) for the use by us and/or the related parties in direct marketing of our services or promotion of our services, events and activities stated in the attached Personal Information Collection Statement but HKREITA cannot use or provide your personal data without your consent(s).

香港房託基金協會有限公司擬使用閣下/你們的姓名及聯絡資料 (例如電話號碼、電郵地址及/或聯絡地址) 及/或提供該聯絡資料予關連人士 (詳情載於所附上之收集個人資料聲明) 以供本協會及/或關連人士用作於附上之收集個人資料聲明中所列的本協會之服務或宣傳本協會之活動的直接促銷用途，但香港房託基金協會有限公司在未得到閣下/你們同意之情況下，不可如此使用或提供閣下/你們的個人資料。

(Remarks: Please sign this form to indicate your agreement to such use. If you do not agree to the use of your personal data by HKREITA for the relevant direct marketing, please indicate your objection(s) by ticking the box below before signing this form.)

(註：請簽署本表格以表示閣下/你們同意如此使用閣下/你們的個人資料。如閣下/你們不同意香港房託基金協會有限公司使用閣下/你們的個人資料作相關的直接促銷用途，請於簽署本表格前於以下空格加上☒號以表示反對。)

I/We, OBJECT to the proposed use of my/our personal data in direct marketing, whether or not the same is for gain.

本人/我們反對本人/我們的個人資料用作所建議的直接促銷用途，無論該等用途貴公司將會得益與否。

(Remarks: Please sign this form to indicate your agreement to the provision/transfer of personal data by HKREITA to the related parties. If you do not agree to the provision/transfer of your personal data by HKREITA to the related parties for the related parties' use in direct marketing, please indicate your objection(s) by ticking the box below before signing this form.)

(註：請簽署本表格以表示閣下/你們同意香港房託基金協會有限公司提供/轉交閣下/你們的個人資料予關連人士。如閣下/你們不同意香港房託基金協會有限公司提供/轉交閣下/你們的個人資料予關連人士，以供該人士作相關的直接促銷用途，請於簽署本表格前於以下空格加上☒號以表示反對。)

I/We OBJECT to the proposed provision/transfer of my/our personal data to the related parties for the related parties' use in direct marketing, whether or not the same is for gain.

本人/我們反對貴公司提供/轉交本人/我們的個人資料予關連人士，以供關連人士作直接促銷用途(無論該等提供/轉交貴公司將得益與否)。

**For Corporate/ Organisational Applicant 適用於公司/機構申請人**

Name of Authorised Signatory

授權簽署人姓名: \_\_\_\_\_

Job Title 職銜: \_\_\_\_\_

Authorised Signature and Organisation Chop

授權簽署及機構蓋章:

\_\_\_\_\_

Date 日期: \_\_\_\_\_

**For Representative of Corporate / Organisational Applicant or Individual Applicant  
適用於公司/機構申請人代表或個人申請人**

Name of Representative/ Individual Applicant

代表或個人申請人姓名: \_\_\_\_\_

Job Title 職銜: \_\_\_\_\_

Signature 簽署:

\_\_\_\_\_

Date 日期: \_\_\_\_\_

**付款方法**

**Cheque 支票**

Crossed cheque payable : **HONG KONG REITS ASSOCIATION LIMITED**

劃線支票抬頭 : 香港房託基金協會有限公司

Postal Address : 25th Floor, Jardine House, 1 Connaught Place, Central, Hong Kong

郵寄地址 : 香港中環康樂廣場一號怡和大廈 25 樓

**Transfer / Bank-in 銀行轉帳**

Account name 帳戶名稱 : **HONG KONG REITS ASSOCIATION LIMITED**

Account No. 帳戶號碼 : 30017603388

Bank : DBS Bank Ltd. Hong Kong Branch

銀行 : 星展銀行有限公司香港分行

Please return the completed form and the following documents to the Association by email: [secretariat@hkreita.com](mailto:secretariat@hkreita.com). The information contained in this application form will be kept strictly confidential.

請將已填妥表格及以下文件電郵至協會: [secretariat@hkreita.com](mailto:secretariat@hkreita.com)。本申請表內的所有資料均會保密。

For Corporate/ Organisational Applicant 適用於公司/機構申請人

- Copy of business registration certificate  
商業登記證副本

For Individual Applicant 適用於個人申請人

- Copy of business card  
商業名片副本

The Association reserves the right to require, at the Association's discretion, any further information as necessary to verify corporate/organisation or individual identity.

本協會保留要求更多資料(由協會酌情決定)以核實公司/機構或個人身份的權利。

**Enquiries 查詢**

For enquiries, please contact the Association at email: [secretariat@hkreita.com](mailto:secretariat@hkreita.com) or (852) 2175 1696.

如有查詢，請聯絡協會 (電郵: [secretariat@hkreita.com](mailto:secretariat@hkreita.com) 或電話 (852) 2175 1696)。

### **Personal Information Collection Statement**

This Statement is made by **HONG KONG REITS ASSOCIATION LIMITED** (“HKREITA”, “we”, “our” or “us”), in accordance with the Personal Data (Privacy) Ordinance (Cap. 486) of the Laws of Hong Kong Special Administrative Region (“PDPO”). This Statement intends to notify you why your personal data is collected, how it will be used, to whom the personal data will be transferred and to whom data access requests are to be addressed.

### **Types of Personal Data Held**

We hold four broad categories of personal data, namely applicants and members’ personal data, events or activities participants’ personal data, employment-related personal data and website and services users’ personal data.

### **Collection - Why We Collect Your Data**

From time to time, we may collect your personal data to provide our services to you and in an effort to improve your user experience of our services. You are not obliged to provide your personal data to us but if you do not, we may not be able to provide you with some of the information, materials, services of HKREITA and you may not be entitled to join some or all of our events and/or activities of HKREITA.

The supply of the personal data is obligatory, you **MUST** provide your personal data to us if you want us to provide the information, materials, services to you or if you want to join some or all of our events and/or activities for which you are applying.

If you do not provide the information required in the membership application form, we will be unable to register the corporation or organisation for whom you are representing as a corporate or associate member or register you as an individual member or a representative of a corporate or associate member. We would also be unable to invite you to participate in our events, training courses and or activities of HKREITA.

If you are under the age of 18, you must seek your parent or guardian’s consent before providing any personal data to us.

### **Use - How Your Data May Be Used**

Personal data held by us will be used:

1. to facilitate the daily administration and operation of our business and improvement to our services as an association for members (including the staff and/or representatives of corporate and associate members) (collectively “**Service Users**”);
2. for processing membership applications, subscriptions or renewals and the record thereof, booking of services, events and activities, and billings, keeping record of guests’ visits and handling media and general enquiries;
3. for identity verification, matching and/or records and for maintaining communication with our Service Users and updating of their profiles and for members’ communications and organisation of events and activities;
4. for handling enquiries and feedbacks for better services to Service Users;
5. for internal statistical and analysis and preparation of reports;
6. for keeping Service Users updated with news, activities and events and the latest developments of HKREITA.
7. for making disclosure so required by law, regulation or court order of any jurisdiction and / or so requested by the government, regulatory or law enforcement authority or administrative organisation within or outside Hong Kong Special Administration Region;
8. for establishing legal claims or defences; obtaining legal advice; and / or exercising, defending and / or protecting the rights of properties of HKREITA, HKREITA’s affiliates and contractors, agents and third party service providers, including identifying contracting or bringing legal action against any person who may be interfering with such rights or properties (whether intentionally or otherwise and / or whether any other third party may be harmed or property of any third party may be damaged by such interference).

(collectively, “**Purposes**”)

### **Use of Personal Data in Direct Marketing**

We intend to use your personal data in direct marketing and we may not so use your personal data unless we have received your consent (which includes an indication of no objection to the intended use).

We would like to use your name and contact details (such as telephone number, email address and/or correspondence address) for marketing the following services, events and activities of HKREITA through various communication means such as direct-mail, email, telephone, SMS, printed matter, newsletter, brochure and leaflets. Such services, events and activities include:

1. events for the promotion of the industry of real estate investment trusts in Hong Kong;
2. social events and activities for members of HKREITA;
3. seminars, webinars and courses offered to members of HKREITA;
4. joint promotion initiatives undertaken by the association; and
5. research or survey on issues of common concern in the industry of real estate investment trusts in Hong Kong.

**You may, at any time without charge, choose to opt-out from us using your personal data for direct marketing by writing to us at Hong Kong REITS Association Limited, 25th Floor, Jardine House, 1 Connaught Place, Central, Hong Kong, (Attention: Corporate Data Privacy Officer), or by email to [secretariat@hkreita.com](mailto:secretariat@hkreita.com).**

### **Disclosure/ Transfer of Your Personal Data**

Personal data held by us will be kept confidential but we may disclose/transfer such data to the following parties (whether within or outside the Hong Kong Special Administrative Region) for the purposes set out in this Statement:

1. subsidiary and/or affiliates (if any) of HKREITA (collectively “**HKREITA Entities**”) in connection with the operation of our business, events, services and/or activities;
2. professional advisors, service providers or contractors of HKREITA providing organisational management services and event organisation services;
3. any agent, contractor or third party service provider who provides administrative, telecommunications, computer, payment, content, information or other marketing and promotional services to us in connection with the operation of our business, event, services and activities;
4. any person under a duty of confidentiality to us or who has undertaken to keep your personal data confidential and use them in strict compliance with the requirements of the PDPO (including but not limited to accountants, legal advisors and other advisors);
5. any government, law enforcement or administrative organisation;
6. any person to whom we are under an obligation under law to make disclosure;
7. those parties who we consider it necessary to do so in order to protect and defend our rights and properties, comply with applicable law, regulations, including but not limited to judicial proceedings, court orders or legal services; and
8. any actual or potential assignee(s), transferee(s), successor(s) or purchaser(s) of all or any part of HKREITA’s businesses or of all or any part of our rights in any business or assets of HKREITA and/or its subsidiaries (if any).

### **Personal Data Security**

We strive at all times to ensure that your personal data will be protected against unauthorized or accidental access, processing, erasure or other use. We have implemented appropriate physical, electronic and managerial measures to safeguard and secure your personal data.

Your personal data will be kept in the office of HKREITA or by agent, contractors or third party service providers engaged by us (whether in Hong Kong or overseas) and will be accessible only to our authorized staff, employees and service providers on a “need-to-know” basis. However, we give no warranty against third parties hacking into the data.

Unless prevented by law, in the event that HKREITA provides your personal data to agent, contractors or third party service providers they will be placed under a duty of confidentiality to HKREITA and will be required to use your personal data consistent with the agreements entered with HKREITA and in accordance with this Statement and in compliance with the PDPO. They will be required to ensure adequate security of your personal data and will be required not to keep your personal data longer than necessary.

**Retention of Data**

We will keep your personal data for a reasonable time to fulfill the purpose for which the data was collected or comply with the relevant rules, regulations and laws of Hong Kong. Personal data which is no longer required will be destroyed.

**Data Access/Correction Requests**

Under the PDPO, any individual has the right to request access to and correction of his or her personal data held by us. In accordance with the terms of the PDPO, HKREITA has the right to charge reasonable fees for the processing of any data access or correction requests.

If you wish to access or correct your personal data held by us, please send your request to:

**Corporate Data Privacy Officer**

Hong Kong REITS Association Limited, 25th Floor, Jardine House, 1 Connaught Place, Central, Hong Kong or by

email: [secretariat@hkreita.com](mailto:secretariat@hkreita.com)

**Language Versions**

In case of discrepancies between the English and Chinese versions of this Statement, the English version shall apply and prevail.

**NOTE: This Personal Information Collection Statement is subject to change from time to time**