

**Re:**

For the period from \_\_\_\_\_

[illegible]

**I have enclosed all invoices / receipts in respect of the above expenses claimed by me.**

Confirmed &  
Claimed by:

Verified by

Date:

Date:

Approved by:

**Honorary Secretary**

## PERSONAL INFORMATION COLLECTION STATEMENT

Your personal data collected using this form and in response to any request by the Bar Council for further information in relation to the application for membership (the “**Data**”) will be used for the purposes of :-

- (1) the processing of your application for membership of the Hong Kong Bar Association, the management of your membership and related matters;
- (2) the directory published in the Bar List for the purpose of facilitating the public and members of the Hong Kong Bar Association in identifying practising barristers and barristers’ chambers in Hong Kong registered with the Hong Kong Bar Association;
- (3) conducting any disciplinary investigation or proceedings against you;
- (4) enabling the Hong Kong Advocacy Training Council to fulfil its aims.

It is voluntary for you to provide the data requested in this form. However, if you fail to provide data requested in this form, the Hong Kong Bar Association may not be able to process the application.

The data will be disclosed to members of the Hong Kong Bar Association, the staff members of the Secretariat of the Hong Kong Bar Association, the members and employees of the Hong Kong Advocacy Training Council, and the public, as the case may be and to the extent required for carrying out the above purposes.

You are entitled to request access to and correction of the data. Any such request should be made by completing the Data Access Request Form (OPS003) specified under the Personal Data (Privacy) Ordinance (Cap. 486) and sending it to :-

The Honorary Secretary, the Bar Secretariat, LG2, High Court Building, 38 Queensway, Hong Kong.

A fee is chargeable by the Hong Kong Bar Association for complying with a data access request as permitted under the Personal Data (Privacy) Ordinance (Cap. 486).

The Privacy Policy Statement of the Hong Kong Bar Association is available on its website at [www.hkba.org](http://www.hkba.org).