MEMBER'S UPDATE FORM

Please update your latest particulars and contact information by completing the Member's Update Form and return duly using the business reply envelope provided. Alternatively, log on to www.csis.org.sg to update your particulars.
**delete where applicable*

1. PERSONAL DETAILS

Name: *Ms/Mr/Mrs/Mdm _____

*ACS/FCS No. : _____ Last 4 digits of *NRIC No./FIN : _____

Residential Address _____

_____ S( )

Tel No. (R)_____ (HP) _____

Personal Email Address: _____

2. EMPLOYMENT DETAILS

Name of Employing Organisation: _____

Company Address: _____

_____ S( )

Designation: _____ Date of Commencement: _____
(DD/MM/YYYY)

Tel No. (Main):_____ (Direct): _____

Fax No.:_____ Your Office Email Address:_____

a) Please indicate the company type of your employment organisation by ticking **one** of the options below:

- ☐ Public Listed Company
- ☐ Corporate Service Providers (CSP)
- ☐ Private Limited Company
- ☐ Local Government/Public Sector
- ☐ Others, please state: _____
- ☐ Trust
- ☐ Not-for-Profit entity
- ☐ Tertiary Education Sector

b) If the answer to (a) is "Corporate Service Provider", please answer the following questions:

Is the organisation a Registered Filing Agent (FA)? *YES/NO FA No.: _____

Are you a registered Qualified Individual (QI)? *YES/NO

c) Please indicate your 5 key job activities by ticking **five** of the options below:

- ☐ Company Secretary
- ☐ Compliance
- ☐ Internal Control/Internal Audit
- ☐ Finance
- ☐ Legal
- ☐ Education/training
- ☐ Governance Professional/ Generalist
- ☐ Risk Management
- ☐ Accounting/External Audit
- ☐ Taxation
- ☐ Management/Administration
- ☐ Others, please state: _____

3. PREFERRED MODE OF CONTACT

Please indicate your preferred mode of contact by ticking **one** of the options for each following:

Mailing Address:	☐	Residential	☐	Office		
Email:	☐	Personal	☐	Office		
Contact Number:	☐	Residential	☐	Mobile Phone	☐	Office

4. DISCLOSURE – CSIS MEMBERSHIP DIRECTORY

Please indicate below if you allow CSIS to disclose your membership (i.e. full name as per membership register and membership grade) on the CSIS Membership Directory on the CSIS website.

☐ I agree to disclose my membership on the CSIS Membership Directory.

☐ I do not agree to disclose my membership on the CSIS Membership Directory.

PERSONAL DATA PROTECTION ACT - DECLARATION

1. In compliance with the Personal Data Protection Act 2012 ("**PDPA**"), Chartered Secretaries Institute of Singapore ("**CSIS**") seeks your consent to collect, use and disclose your personal data in order to maintain the CSIS registry of members and to disclose such personal data to CSIS' affiliated organisations where necessary ("**Purposes**").

2. In some circumstances, you may have provided personal data relating to other individuals or organisations. You represent a warrant that you are authorised to provide their personal data to us and you have obtained their consent to the collection, use, disclosure and processing of their Personal Data in accordance with this Declaration.

3. CSIS will collect, use and disclose your personal data to provide you with information on membership and activities such as upcoming events, seminars, workshops, conferences and training programmes organised by CSIS and its affiliated organisations which may be relevant to you ("**Services**").

4. CSIS may also retain and continue to process your personal data for all purposes and services unless you request in writing to CSIS at members@csis.org.sg to withdraw your consent.

5. CSIS reserves the right to update and amend the Personal Data Protection Policy from time to time. CSIS will notify you of any amendments via announcements on our website at www.csis.org.sg or any other appropriate means.

6. In the event that I have registered my Singapore telephone number(s) with the Do-Not-Call Registry and wish to withhold or withdraw my consent to CSIS in respect of receiving telephone calls and/or SMS, I endeavour to provide sufficient notice to CSIS of such as soon as reasonably practicable. I further agree to indemnify CSIS against any financial penalties imposed by the Personal Data Protection Commission or any court of law in Singapore as a direct or indirect result of my failure to inform CSIS of my registration with the Do-Not-Call Registry.

By agreeing to the Personal Data Protection Act - Declaration, your personal data collected in this form is processed, retained and used by Chartered Secretaries Institute of Singapore ("CSIS") in compliance with the CSIS Personal Data Protection Policy.

☐ I declare that the information given in this registration form is true and accurate.

☐ I agree to the Personal Data Protection Act – Declaration

_____ _____

FULL NAME SIGNATURE/DATE

THANK YOU FOR YOUR COOPERATION