

Dear members:

The HKSR is constantly invited by pharmaceutical companies to nominate members to attend various educational meetings and training courses. As there is still confusion and queries among our members and the drug company staff, the following are the correct procedures for the application process.

1. The pharmaceutical company should first write to HKSR about her invitation (either to the President or Honorary Secretary). HKSR cannot proceed without the formal invitation letter. The candidate should make sure HKSR has received the invitation letter. HKSR will not be responsible for any delay.
2. HKSR will post up the sponsorship notice onto our website for at least 7 working days. The sponsorship is open to all members to apply. The candidate must formally apply by post or email to the Honorary Secretary. The application form is available on our website. Again, HKSR cannot proceed without receiving formal applications from candidate(s) and will not be responsible for any delay.
3. The Honorary Secretary will keep a record of all applicants before the deadline and verify the information supplied based on our record. If there is more than one applicant, the HKSR Council will vote for the successful candidate. The Council has the final decision right.
4. A nomination letter will be sent to the successful candidate(s) after a decision is made.
5. All applicants are subject to payment of an administration fee irrespective of the success of application - HK\$300 for overseas meeting or training and HK\$30 for local meeting. This administration fee will be collected from unsuccessful candidates later.
6. A handling charge of 5% of the total sponsored amount or HK\$300 (whichever greater) will be levied on successful applicant(s). The administrative fee fore-mentioned will be waived for successful candidate(s).
7. If the sponsorship is in the form of a lump sum which will be deposited into the account of HKSR, the successful candidate(s) have to apply for reimbursement after the event by writing to the Treasurer of HKSR (receipts needed). The ceiling amount that can be reimbursed is 95% of the lump sum entitled (5% being the handling charge).
8. If the sponsorship involves provision in kind, the successful candidate(s) have to pay HKSR the handling charge separately. Some companies may agree to shoulder the extra handling charge but some may not.