Fundamental Law
For Office Administrators

HKQAA
HONG KONG QUALITY ASSURANCE AGENCY
香港品質保證局

With the increasing legal challenges in today's office environment, ignorance of the law is no longer excuse for office administrators. This seminar offers participants who are involve in office administration an introductory yet intensive legal training of the various aspects of law affecting office operations. The aim is to equip them with upgraded knowledge and **competence in tackling real-life situations with legal implications** and **avoiding pitfalls that may flow from the day-to-day administration of companies**. Those who attend this course will be able to acquire a greater understanding of the legal knowledge required to safeguard stakeholders' rights in the office environment.

Image courtesy of JanPietruszka at FreeDigitalPhotos.net

Content:

- ✓ Overview of laws for safeguarding companies
- ✓ Law of Torts --- Negligence and occupiers' liabilities
- ✓ Law of Torts --- Discrimination and personal data privacy
- ✓ Law of Torts ---- Peer defamation and cyber-bullying
- ✓ Due process for administrative decision making and executing
- ✓ Negligent misstatement
- ✓ Employers' liability and various liability
- ✓ Situation discussion / case study exercises

DATE and TIME:	**19 Jan 2017 (9:30a.m – 5:00p.m)**
FEE:	HK$1,500
VENUE:	19/F., K. Wah Centre, 191 Java Road, North Point, Hong Kong
LANGUAGE:	Cantonese with English materials
SPEAKER(S):	**Ms. Claris Kwong, Barrister-at-law**

hklti
香港法律培訓學院
Hong Kong Legal Training Institute

Please make cheque payable to "Hong Kong Quality Assurance Agency" and send it together with this form to:
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Fax No: 2202 9198 / Email: anson.wong@hkqaa.org 【REPLY SLIP】 **M920C/HK-01A**

Company Name: _____ Membership / Certification No: (if applicable) _____

Address: _____

Contact Person: (Mr./Ms.) _____ Tel: _____ Title: _____

Fax: _____ E-mail: _____

Participant 1: (Mr./Ms.) _____ Title: _____

Tel: _____ E-mail: _____

Participant 2: (Mr./Ms.) _____ Title: _____

Tel: _____ E-mail: _____

**Remarks : 1. All successful registrants will receive a confirmation letter. 2. No Certificate of Attendance will be issued. 3. There is handling charge for the request of attendance record. Please note that the above information may be used by HKQAA for processing the application of the seminars, and for any other purposes as stated in the Privacy Policy Statement. You may view the Privacy Policy Statement of HKQAA from its website (www.hkqaa.org/cmsimg/privacy/statement.pdf). 4.HKQAA reserves the right to cancel the course, change the trainer, contents, date, time and / or venue as necessary.* 上述資料將被香港品質保證局用於閣下登記研討會之用，以及用於本局在私隱政策聲明中所述之其他用途。如欲了解香港品質保證局的私隱政策聲明，請瀏覽網站 *(www.hkqaa.org/cmsimg/privacy/statement.pdf)*。☐ *I do not wish to receive any further information from HKQAA.* 本人不欲收取香港品質保證局發送的任何資料 *Fax*傳真 */Email*電郵:_____ *(Please fax to (852) 2202 9222 or email to unsubscribe@hkqaa.org* 請傳真至 *(852) 2202 9222* 或電郵至 *unsubscribe@hkqaa.org)*
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