

## Visit to Ricoh's New Activity Based Working Office on 27 April 2018 (Friday)

Dear Members,

**We** have organized a visit to Ricoh Hong Kong's New Activity Based Working Office on 27 April 2018. Since its establishment in 1963, Ricoh has been serving Hong Kong businesses and supplying various document systems and office solutions with diversified range of office products. In this visit, participants will go on a live office tour to experience the new and energetic environment and amazing information and communication technologies, and see for themselves how "Empowering Digital Workplace" operates.



<b>Time:</b>	2:30 p.m.(Assembly) to 17:30 p.m. (leaving Ricoh Hong Kong Office)
<b>Seat:</b>	30 (first-come-first-served, priority would be given to members of IPSHK)
<b>Charge :</b>	Free of Charge for IPSHK members and HK\$50 per person for others
<b>Assembly Point:</b>	Exit A outside of Kowloon Bay MTR Station
<b>Language:</b>	Mainly Cantonese with English terminology

### Registration:

Please register on or before Friday 20 April 2018 through either Fax (2194 5082) or Email ([admin@ipshk.org](mailto:admin@ipshk.org)). Confirmation will be sent to the registered participants through email by Tuesday, 24 April, 2018. Payment of charge may be made by either of the following methods:

1. direct bank transfer to IPSHK's Hang Seng Bank Account **359-065976-001**; or
2. cheque payable to "The Institute of Purchasing and Supply of Hong Kong Limited" sent by post to Hon. Treasurer, IPSHK, LG1 HKPC Building, 78 Tat Chee Ave., Kowloon Tong, Kowloon together with the duly filled registration form.

For assistance, please contact our Administrative Officer, Ms Joyce **HO** at 2777 4372 during office hours from 9:00 am to 1:00 pm. (Monday to Friday) or through eMail ([admin@ipshk.org](mailto:admin@ipshk.org))



## THE INSTITUTE OF PURCHASING & SUPPLY OF HONG KONG

### 香港物資採購與供銷學會

LG1, HKPC Building, 78 Tat Chee Avenue, Kowloon Hong Kong.  
Telephone : (852) 2777 4372 Fax : (852) 2194 5082  
E-mail: admin@ipshk.org Website : <http://www.ipshk.org>

## Visit to Ricoh's New Activity Based Working Office

Friday 27 April 2018  
2:30 p.m. to 5:30 p.m.

# Registration Form

Full Name:		Membership No:	
Company :		Institute:	
E-mail address:		Mobile:	
Cheque No.:		Number of Seat:	
Bank Name:		Total Amount:	
Signature:		Date:	

**Registration Deadline: Friday 20 April 2018**

This Form is also downloadable at IPSHK website <http://www.ipshk.org>

OR online registration <https://goo.gl/forms/vKmlY8Go3ENvx1TD2>

#### Conditions of Registration:

By submitting this registration form, the participant in the above-mentioned event / activity acknowledges and agrees to the following conditions:-

1. IPSHK is not responsible for the death of or injury to any person, or loss of or damage to any property of any person participating in the above-mentioned event / activity. Participants should cover themselves with suitable insurances at their own costs if they consider such cover necessary.
2. During the above-mentioned event / activity, IPSHK has the right to arrange for photos to be taken by its designated personnel and those photos so taken shall be the sole property of IPSHK and IPSHK has the sole discretion to display them at its Web site or in any publications.
3. IPSHK reserves the right to accept or reject any request for registration.
4. For registration accepted by IPSHK, no payment of charges made is refundable or transferable, unless the event is cancelled by IPSHK.