

# Tips of Entering Details for Online Pre-enrolment at the SES Website

STEP 01-1 STEP 01-2 STEP 01-3 STEP 01-4 STEP 01-5 STEP 02 STEP 03

1-1 Consent to Terms and Check e-Channel membership

(1) (1)

Check your e-Channel membership

Surname: (e.g. CHAN) Given Names: (e.g. TAI MAN)

Date of Birth: (year-month-day) Sex:

HKSAR Passport Number:

Passport Issue Date: (year-month-day) Passport Expire Date: (year-month-day)

HK IC Number: ( ) ※Enter A 123456 1 for No. A123456(1)

Check e-Channel Membership

※ Please ensure the personal and passport information entered above tally with those on the HKSAR passport.

## (1) Input of Surname and Given Names

The Surname and Given Names should tally with those on your Hong Kong Special Administrative Region passport. Space should be added between the compound surname and the given names.

(For example:

- SURNAME on the HKSAR passport is **WONG[space]CHAN**  
Please input **WONG[space]CHAN** in the “Surname” field.
- SURNAME on the HKSAR passport is **SZETOO**  
Please input **SZETOO** in the SURNAME field.
- GIVEN NAMES on the HKSAR passport is **SIU[space]MING**  
Please input **SIU[space]MING** in the “Given Names” field.
- GIVEN NAMES on the HKSAR passport is **XIAOLIN**  
Please input **XIAOLIN** in the “Given Names” field.
- GIVEN NAMES on the HKSAR passport is **SIU[space]MING[space]PETER**  
Please input **SIU[space]MING[space]PETER** in the “Given Names” field.