

# THE HONG KONG INSTITUTE OF SURVEYORS

**PLEASE COMPLETE BELOW WITH YOUR NAME & ADDRESS  
AND ATTACH IT TO YOUR APPLICATION FORM**

Name : \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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We acknowledge receipt of your application for Associate membership.

You will be contacted further when the committee has completed its assessment.

Received by : \_\_\_\_\_

# THE HONG KONG INSTITUTE OF SURVEYORS

Suite 801 Jardine House  
 One Connaught Place  
 Central, Hong Kong  
 Tel:2526 3679 Fax:2868 4612  
 Website : www.hkis.org.hk

FOR OFFICE USE ONLY
Membership No. _____

## APPLICATION FOR ASSOCIATE MEMBERSHIP

(PLEASE READ THE NOTES CAREFULLY BEFORE COMPLETING THIS FORM; PRINT CAREFULLY BY USING **BLOCK LETTERS**; DELETE WHERE INAPPROPRIATE. INCOMPLETE AND/OR ILLEGIBLE INFORMATION WILL RESULT IN UNNECESSARY DELAY TO THE APPLICATION PROCESS.)

### Part I : Personal Details

Mr Ms	Surname (as printed on HKID Card)	Other Names in full (as printed on HKID Card)	Name in Chinese (if applicable)
Hong Kong ID Card No.		Date of Birth	

Correspondence Address		
Tel. No. (Office)	(Home)	Fax No.(Office)
Mobile	E-mail Address	

Details of Present Employer	
Name of Company/Organisation <input type="checkbox"/> Government <input type="checkbox"/> Private Sector <input type="checkbox"/> Others	
Office Address	
Position held	
Date joined	

Division under which you wish to be registered	<input type="checkbox"/> Building Surveying	<input type="checkbox"/> General Practice
	<input type="checkbox"/> Land Surveying	<input type="checkbox"/> Quantity Surveying
	<input type="checkbox"/> Planning & Development	<input type="checkbox"/> Property & Facility Management

Have you previously applied for membership of the Institute? If yes, please give full details, including dates:  <input type="checkbox"/> NO <input type="checkbox"/> YES _____ _____	
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Have you ever been convicted of any criminal offence in Hong Kong or elsewhere? If yes, please give details, including dates:  <input type="checkbox"/> NO <input type="checkbox"/> YES	
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Have you ever been declared bankrupt in Hong Kong or elsewhere? If yes, please give details, including dates:  <input type="checkbox"/> NO <input type="checkbox"/> YES	
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**Part II : Qualifications for Membership**

Application under Bye-Law 2.4.1 (see Note I)				
Professional Institute	Grade of Membership	Obtained By Means of Examination OR by Reciprocity	Division(s)	Date of Admission

Details of post admission experience: (use separate sheet if required)

**Note: The applicant may be required to attend an assessment interview administered by the Board of Membership.**

Application under Bye-Law 2.4.2 or 2.4.3 (see Note 1)
Details of passing HKIS Assessment of Professional Competence (APC):-  Date:  Stage(s) of APC:

**Part IV: Subscription**

**We, the undersigned, based on personal knowledge of the applicant, support his/her application for Associate Membership of the Institute.**

**PLEASE COMPLETE ALL REQUIRED DETAILS. (BLOCK LETTERS PLEASE)**

	Subscriber 1	Subscriber 2	Subscriber 3	Subscriber 4
Name in FULL				
Membership No.				
Grade of Membership				
Firm/Organization				
Tel No.				
Fax No.				
Signature				
Date				

Signatures of four subscribers who must be Corporate Members of the HKIS are required. Not more than 2 subscribers shall be from the same Firm or Organisation of the applicant. All subscribers shall belong to the same Division as the applicant. Please note that one of the subscribers may be asked to introduce the applicant to members of the Board of Membership.

**Note: Delayed application with subscriptions more than six months ago will not be accepted.**

**Part V: Declaration**

I, the undersigned, declare that all particulars given on the application are true and correct.

Date: \_\_\_\_\_

Signature of applicant: \_\_\_\_\_

<b>FOR OFFICE USE ONLY</b>	<i>Date</i>	<i>Name of responsible officer</i>	<i>Officer's Signature</i>	<i>Remarks</i>
Application received				
Particulars verified and checked				
Acknowledgement sent				
Further Information Requested				
Further Information Received				
Endorsed by Divisional Council				
Recommended by the Deputy Chairman of the BoM				
Recommended by the Chairman of the BoM				

## NOTES TO APPLICATION FOR ASSOCIATE MEMBERSHIP

### I. QUALIFICATIONS FOR MEMBERSHIP (Bye-Law 2.4)

The following Bye-Laws relate to the class of Associate Members:-

#### Bye Law 2.4.1

Those persons who are at least 21 years of age who are technical members of such professional bodies as the General Council may recognize from time to time as being of equal status, and who have been engaged in the profession in Hong Kong at technical level for a minimum of one year since attaining technical membership of the professional body as aforesaid may be admitted as Associate Members. The General Council may, at its discretion, require the candidate to submit to an assessment interview administered by the Board of Membership.

#### Bye-Law 2.4.2

Those persons who are at least 21 years of age and

- have obtained a cognate sub-degree or diploma or equivalent as may be approved by the General Council from time to time as being of sufficient academic standard for entry to the profession; and
- have undertaken technical training of an approved nature of Hong Kong surveying practice for a minimum of two years or such longer period as may be determined by the Board of Education for the respective academic qualification; and
- have undergone the relevant stages of the Assessment of Professional Competence as may be determined by the Board of Education from time to time, which will also provide for an assessment interview administered by the Board of Education, may be admitted as Associate Members.

#### Bye-Law 2.4.3

Those persons who are at least 21 years of age and

- have obtained a qualification under Bye-Law 2.3.5(a)(i), 2.3.5(a)(ii) or 2.3.5(a)(iii); and
- have undertaken a minimum of one year technical training of an approved nature of Hong Kong surveying practice; and
- have undergone the relevant stages of the Assessment of Professional Competence as may be determined by the Board of Education from time to time, which will also provide for an assessment interview administered by the Board of Education, may be admitted as Associate Members.

#### Bye-Law 2.9.2

In case an application for admission as an Associate Member is rejected, the Board of Membership shall not be required to give any reason for the rejection. Any such applicant not admitted may not again submit an application for admission as an Associate Member until 12 calendar months shall have elapsed from the date the application was rejected.

### II GENERAL

1. The application should be completed in full and must be accompanied by the following documents as appropriate:-

- photocopy of Certificates of membership of other professional institutions (Bye-Law 2.4.1);
- photocopy of Certificates relating to academic qualifications;
- photocopy of letter confirming a pass in the Assessment of Professional Competence;
- photocopy of applicant's Hong Kong identity card.

2. Photocopies of the above accompanying documentation (i) and (iv) MUST be Certified True Copy by a Corporate Member of The Hong Kong Institute of Surveyors. The wording "**Certified True Copy of the Original**" MUST be stated along with the full name of the certifier, his professional qualification and membership number.

3. Any application which does not contain all the relevant particulars including the relevant copies of documents will not be considered.

4. Any person applying for admission into membership shall pay an application fee which shall be non-refundable whether or not such person is admitted into membership.

5. Any member shall be liable to pay the annual subscription for the ensuing year upon admission into membership and upon expiry of the annual subscription for the current year. (Financial year runs from 1st April to 31st March).

6. Application Fee and Annual Subscription are payable upon application. Please issue a cheque payable to "The Hong Kong Institute of Surveyors", and attach it to the application form.

Application Fee	:	\$860
Annual subscription	:	\$950

7. Any enquiries should be addressed to the Assistant Manager, Membership, The Hong Kong Institute of Surveyors, 801 Jardine House, One Connaught Place, Central, Hong Kong, telephone 2526 3679, fax 2868 4612