

# 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 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 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 Dr. Prof.	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	<input type="checkbox"/> Male <input type="checkbox"/> Female

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

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? (e.g. Student, Tech. Trainee, Probationer, Tech. Associate, Member, Fellow) If yes, please give full details, including dates:  <input type="checkbox"/> NO <input type="checkbox"/> YES _____ _____	<b>CURRENT MEMBERSHIP STATUS (and membership no.)</b> <input type="checkbox"/> HKIS _____ <input type="checkbox"/> SISV _____ <input type="checkbox"/> RICS _____ <input type="checkbox"/> ICES _____ <input type="checkbox"/> AIQS _____ <input type="checkbox"/> NZIQS _____ <input type="checkbox"/> API _____ <input type="checkbox"/> Other _____
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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**

<b>Academic Qualifications (see Notes II 1 &amp; 2)</b>			
Degree/Diploma	Name of University/College	Date started	Date obtained

<b>Professional Qualifications (see Notes II 1, 2 &amp; 4)</b>				
Professional Institute	Grade of Membership	Obtained By Means of Examination OR by Reciprocity	Division(s)	Date of Election

Date of passing HKIS Assessment of Professional Competence (if applicable)
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**Part III : Details of Professional Practice**

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

<b>Details of previous professional experience (use separate sheet if required)</b>				
Period	Company/Organisation	Country	Position held	Nature of work

**Part IV : Nomination**

We, the undersigned, from personal knowledge or careful enquiry, recommend that the applicant is in every respect worthy of election as Member of The Hong Kong Institute of Surveyors and propose him/her to the General Council as a proper person to be admitted into the Institute.

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

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

Signature of four proposers (who must be Corporate Members of the HKIS). At least one proposer must be a Fellow. Not more than 2 proposers shall be from the same Firm or Organisation. All proposers shall belong to the same Division as the applicant and the first name entry in the proposers' column shall be deemed to be the principal proposer for the application.

Please note that one of the proposers may be asked to introduce the applicant to members of the Board of Membership.

**Applicant is advised to submit his/her application form within six months of the earliest date of the proposers' declaration. Application received after six months will not be considered for processing by the Board of Membership.**

**Part V : Declaration**

I, the undersigned, being proposed for election to Membership of The Hong Kong Institute of Surveyors, do hereby undertake, in the event of my election, to abide by the Constitution and Bye-Laws of the Institute, as they now exist, or as they may hereafter be altered, amended or enlarged, and within twelve months of my election will sign the Register of Members of the Institute.

I further declare that all particulars given in this 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 MEMBERSHIP

## I. QUALIFICATIONS FOR MEMBERSHIP (Bye-Law 2.3)

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

### Bye Law 2.3.4

Those persons who are at least 21 years of age who are corporate 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 for a minimum of one year since attaining corporate membership of the recognized professional body as aforesaid may be admitted as Members. The General Council may, at its discretion, substitute the aforesaid requirement of local experience by a requirement of local knowledge, and require the candidate to submit to a professional interview administered by the Board of Membership.

### Bye-Law 2.3.5

Those persons who are at least 21 years of age and ----

- (a) have obtained either
- (i) a cognate graduate degree 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; or
  - (ii) a non-cognate but good graduate degree 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 after obtaining such degree been engaged in surveying practices for not less than five years; or
  - (iii) technical membership of the Institute and have after obtaining such membership been engaged in surveying practices for not less than five years; and
- (b) have undertaken a minimum of two years professional training of an approved nature in Hong Kong, or mainly in Hong Kong; and
- (c) have undergone an Assessment of Professional Competence as may be determined by the Board of Education from time to time, which will also provide for a professional interview administered by the Board of Education,
- may be admitted as Members.

### Bye-Law 2.8.2

In case an application for admission as a 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 a 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:-
  - (i) photocopy of Certificates of membership of other professional institutions (Bye-Law 2.3.4);
  - (ii) photocopy of Certificates relating to academic qualifications;
  - (iii) photocopy of letter confirming a pass in the Assessment of Professional Competence;
  - (iv) photocopy of applicant's Hong Kong identity card.
2. All photocopies of the above accompanying documentation (i-iv) MUST be Certified True Copy by a Fellow 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. Applications received which do not meet the full requirements of the Bye-Laws of the Institute, as referred to above, will not be considered.
4. If Certified True Copies of membership of any other relevant professional institution are not available, and the Institute is required to seek independent confirmation of such membership, a search fee of \$500 is levied.
5. False declarations, whether on the part of the applicant or the proposers, may lead to disciplinary and/or legal action.
6. Applications for membership will be considered by the Board of Membership at its next meeting scheduled for that purpose, provided that the application has been received at least 5 weeks in advance of that meeting. The applicant may be required to attend that meeting and one of the proposers may be asked also to attend to introduce the applicant to members of the Board of Membership (see Part IV - Nomination).
7. 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.
8. 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).
9. 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	:	\$1,410	Annual subscription	:	\$1,560
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10. 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

\*\*\*\*\* The HKIS has reciprocal/mutual recognition arrangements with the following surveying institutes:

- \*\*The Royal Institution of Chartered Surveyors
- \*\*The Australian Property Institute
- \*\*The New Zealand Property Institute
- \*\*The Singapore Institute of Surveyors and Valuers
- \*\*The Australian Institute of Quantity Surveyors
- \*\*New Zealand Institute of Quantity Surveyors
- \*\*Building Surveyors Institute of Japan
- \*\*Canadian Institute of Quantity Surveyors
- \*\*Chartered Institution of Civil Engineering Surveyors

Please visit HKIS website [www.hkis.org.hk](http://www.hkis.org.hk) for details of Reciprocity/Mutual Recognition Agreements.