

# 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 upgrading to probationer 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 UPGRADING FROM STUDENT TO PROBATIONER

(PLEASE READ THE REMARKS 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	<input type="checkbox"/> Male <input type="checkbox"/> Female

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

I wish to upgrade my status to Probationer in the division as indicated by a tick in the box	<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

DETAILS OF HKIS STUDENT MEMBERSHIP	
Membership No. : _____	Intended date to commence the APC _____
Date of Admission : _____	Selected Division (if different from above) _____

### Part II : Qualifications for Membership

I have obtained the following degree/diploma on the date stated and I attach documentary proof. (**copy certified by the Supervisor**).

- (a) Name of University/College/School \_\_\_\_\_
- (b) Full title of the degree/diploma \_\_\_\_\_
- (c) Full context or duration of the course \_\_\_\_\_
- (d) Date of intake to the course \_\_\_\_\_
- (e) Date of the Academic Achievement \_\_\_\_\_
- (f) Date of passing Bridging course (where applicable) \_\_\_\_\_

**Part III : Details of Professional Practice**

My current employment and training status are as follows:

- (a) Name of Employer : \_\_\_\_\_
- (b) Office Address : \_\_\_\_\_
- (c) Position of employment : \_\_\_\_\_
- (d) Employed since : \_\_\_\_\_ (day) \_\_\_\_\_ (month) \_\_\_\_\_ (year)
- (e) Name of Supervisor/ Counsellor : \_\_\_\_\_  
since \_\_\_\_\_ (day) \_\_\_\_\_ (month) \_\_\_\_\_ (year)
- (f) Status of Supervisor/ Counsellor :  in house OR  external
- (g) Supervisor/ Counsellor's HKIS Membership No. : \_\_\_\_\_ Division : \_\_\_\_\_
- (h) Contact Details of Supervisor/ Counsellor: Tel : \_\_\_\_\_ Fax : \_\_\_\_\_

**SUPERVISOR/ COUNSELLOR'S DECLARATION**

Having examined the details of this application and from my personal knowledge I consider the applicant a suitable candidate for upgrading to Probationer in the selected Division and with a view to qualifying for membership of The Hong Kong Institute of Surveyors.

Name in Block Letters \_\_\_\_\_ Signature \_\_\_\_\_

Fellow/Member of the Hong Kong Institute of Surveyors and Membership No. \_\_\_\_\_ Division : \_\_\_\_\_

Contact Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_ Date: \_\_\_\_\_

**APPLICANT'S DECLARATION**

I declare that I have not been convicted of any criminal offence in Hong Kong or elsewhere.

I declare that I have not been declared bankrupt in Hong Kong or elsewhere.

I declare that all particulars given in this application are true and correct.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

<b>FOR OFFICE USE ONLY</b>	<i>Date</i>	<i>Name of responsible officer</i>	<i>Officer's Signature</i>	<i>Remarks</i>
<b>Application received</b>				
<b>Particulars verified and checked</b>				
<b>Acknowledgement sent</b>				
<b>Further information requested</b>				
<b>Further information received</b>				
<b>Refer to YSG Representative</b>				
<b>Endorsed by Divisional Council</b>				
<b>BOM Deputy Chairman decision</b>				
<b>BOM Chairman decision</b>				

#### REMARKS

1. The application should be completed in full and must be accompanied by:-
  - (i) photocopy of Certificates relating to academic qualifications;
  - (ii) photocopy of applicant's Hong Kong identity card;
2. All photocopies of the above accompanying documentation (i & ii) MUST be Certified True Copy by the applicant's Supervisor or by a Corporate Member of HKIS. 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. Separate application to commence the Assessment of Professional Competence OR to sit the Institute's Professional Examination is required.
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.
 

Effective from 1 April 2001, student who applies for upgrading of membership should only pay the difference in the subscription fee for the current year upon approval.

Application Fee	:	\$290
Difference in Annual Subscription Fee	:	<u>+ \$570</u>
Total		\$860
7. Any incomplete application may be returned without processing.
8. 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 HONG KONG INSTITUTE OF SURVEYORS**

### **ADDITIONAL NOTES TO APPLICATION FOR PROBATIONER MEMBERSHIP**

1. Approval of membership is based on your academic qualification as at the year of intake of a HKIS recognized degree course for the relevant division.
2. All supporting documents must be properly certified as a true copy by a HKIS corporate member. (i.e. specified the full name, professional qualification and membership number of the member's signature.)
3. The original copy or certified true copy of transcript of your degree courses must be enclosed if you cannot provide a copy of your Diploma or Certificate for the time being. However, applicants must submit the certified true copy of the Diploma or Certificate to HKIS when the Diploma or Certificate becomes available.

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**INCOMPLETE AND/OR ILLEGIBLE INFORMATION WILL RESULT IN UNNECESSARY DELAY TO THE APPLICATION PROCESS.**