

LIST OF FIRMS PROVIDING PROFESSIONAL CONSULTANCY SERVICES OF BUILDING SURVEYING

The Building Surveying Division maintains a list of firms providing professional consultancy services of Building Surveying.

Firms wishing to be listed have to declare that they fulfill the following requirements:

1. Being a firm registered in Hong Kong;
2. Being a firm providing external professional consultancy services of a building surveyor ;
3. Having at least one corporate member of the Hong Kong Institute of Surveyors (Building Surveying Division) working full-time in a senior position.

Please return the duly completed Application/Renewal and Declaration Form and a copy of a valid Business Registration Certificate to the HKIS Secretariat, Room 1205, 12/F, Wing On Centre, 111 Connaught Road Central, Sheung Wan, Hong Kong or by fax (2868 4612) or email (info@hkis.org.hk).

APPLICATION / RENEWAL*

Trading Name of Company/Firm

(In English)

(In Chinese)

Business Address

(In English)

(In Chinese)

Nature of Business:

Contact Person (must be a Corporate Member of HKIS Building Surveying Division)

(Full Name in English)

(Name in Chinese)

Position in Firm:

Tel No.:

Email:

HKIS Diploma No.:

Working full-time in the firm? Yes / No*

Fax No.:

Website:

My firm is willing to provide the following area(s) of building surveying services (please tick):

<input type="checkbox"/>	Building repair, maintenance and building maintenance management
<input type="checkbox"/>	Building safety and fire safety inspections and remedial works supervision
<input type="checkbox"/>	Building measurements, surveys and fire insurance valuations
<input type="checkbox"/>	Building revitalization (alteration, addition, improvement, refurbishment and renovation)
<input type="checkbox"/>	Project planning and design and project management
<input type="checkbox"/>	Advice on licence application, fitting-out works, user requirements and spatial planning
<input type="checkbox"/>	Advice on legal restrictions under Buildings Ordinance, Town Planning, Leases, DMC, etc.
<input type="checkbox"/>	Dispute resolution (expert witness, mediation and arbitration)
<input type="checkbox"/>	Conservation, restoration and rehabilitation of historic heritage
<input type="checkbox"/>	Advice on property and facilities management
<input type="checkbox"/>	Advice on water seepage problem
<input type="checkbox"/>	Advice on orders and notices issued by government departments
<input type="checkbox"/>	Mandatory Building Inspection Scheme (the Contact Person must be a Registered Inspector)
<input type="checkbox"/>	Mandatory Window Inspection Scheme (the Contact Person must be a Registered Inspector / Qualified Person)
<input type="checkbox"/>	Other (please specify for our consideration):

* Delete where inappropriate

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The following information are for internal reference and will not be uploaded to the HKIS website

Number of years in business: _____

Number of (average) employees: _____

Number of full-time qualified Building Surveyors in your Company: _____

(Please provide a list of Building Surveyor(s) including name and HKIS membership number in your firm)

Name in Full	Post	HKIS No	Tel

Number of Registered Professional Surveyors (Building Surveying Division): _____

(Please provide a list of RPS(BS) members including name and RPS(BS) registration number in your firm)

Name in Full	Post	RPS(BS) registration no.	Tel

Number of Registered Architects in your Company: _____

Number of Registered Professional Engineer in structural engineering in your Company: _____

Number of projects completed in the past 2 years in your Company:

Contract Value	No. of Projects	Reference
< \$0.5M		
\$0.5 < \$1.0M		
> \$1.0M		

Number of projects completed in the past 2 years in your Company:

Area(s) of building surveying services	No. of projects
Building repair, maintenance and building maintenance management	
Building safety and fire safety inspections and remedial works supervision	
Building measurements, surveys and fire insurance valuations	
Building revitalization (alteration, addition, improvement, refurbishment and renovation)	
Project planning and design and project management	
Advice on licence application, fitting-out works, user requirements and spatial planning	
Advice on legal restrictions under Buildings Ordinance, Town Planning, Leases, DMC, etc	
Dispute resolution (expert witness, mediation and arbitration)	
Conservation, restoration and rehabilitation of historic heritage	
Advice on property and facilities management	
Advice on water seepage problem	
Advice on orders and notices issued by government departments	
Mandatory Building Inspection Scheme	
Mandatory Window Inspection Scheme	
Other (please specify for our consideration):	

DETAILS OF CONVICTION RECORDS IN THE PAST TWO YEARS

- a. Reference to the Ordinances below shall be deemed to include references to such Ordinances as the same may be amended from time to time.
Section 17I or 38A of the Immigration Ordinance, the Factories and Industrial Undertakings Ordinances, Occupational Safety and Health Ordinance, Shopping and Port Control Ordinance, Air Pollution Control Ordinance, Noise Control Ordinance, Waste Disposal Ordinance, Water Pollution Control Ordinance, Dumping at Sea Ordinance, Ozone Layer Protection Ordinance, S27 of the Public Health and Municipal Services Ordinance, Land (Miscellaneous Provisions) Ordinance, Environmental Impact Assessment Ordinance, Employment Ordinance or Buildings Ordinance.
- b. The date of conviction is treated as the date of the judgment in which the conviction was pronounced. The date of the commission of the offence which gave rise to the conviction is irrelevant here.

- c. The 2 year-period counts from and include the date of application submission. Convictions here relate only to convictions of the consultant. Convictions of the consultant's sub-consultants shall not be counted here. However, if the convictions relate the consultant in the capacity of a sub-consultant, this should be counted.

Date of Judgment	Date of Offence	Details of Convictions	Project

DECLARATION

- I hereby declare that the above particulars and information are true and correct.
- I hereby declare that my company portfolio complies with the requirements for enrolment to the List.
- I understand that acceptance for inclusion in the List is at the sole discretion of the Divisional Council of Building Surveying Division.
- I agree that I am obliged to inform and update the HKIS should there be a change in the contact person or should there be no qualified Building Surveyor in the company in the future.
- I understand that should I not carry out the duties to the satisfaction of the Divisional Council of Building Surveying Division, my company or I will not be permitted to remain in the List.
- I shall indemnify the Hong Kong Institute of Surveyors from any claims or damages arising from any untrue and incorrect particulars and information provided in this Form above.

Signature of Contact Person and Company Chop

Date

Name (in block letters) _____

FOR OFFICE USE ONLY	Date	Name of Vetting Member	Signature	Remarks
Application received				
Particulars verified and checked				
Further information requested				
Further information received				
Endorsed by the Building Surveying Divisional Council				
Applicant notified of result of application				
Details posted to the website				