

LIST OF FIRMS PROVIDING PROFESSIONAL CONSULTANCY SERVICES OF PROPERTY AND FACILITY MANAGEMENT SURVEYING

The Property and Facility Management Division of the Hong Kong Institute of Surveyors maintains a list of firms providing professional consultancy services of Property and Facility Management Surveying.

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

1. Being an organisation registered in Hong Kong;
2. Being an organisation providing professional services of property and facility management surveying with a minimum of 2 consecutive years of relevant track record and job reference in Hong Kong * ;
3. Having at least one Corporate member of the Hong Kong Institute of Surveyors (in the Property and Facility Management Division) working full time in a senior position.

Please return the duly completed Application 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 to 2868 4612.

APPLICATION

Trading Name of Company/Organisation

(In English) _____

(In Chinese) _____

Business Address

(In English) _____

(In Chinese) _____

Nature of Business: _____

Contact Person (must be a Corporate Member of HKIS Property and Facility Management Division)

(Full Name in English) _____

(Name in Chinese) _____ HKIS Diploma No.: _____

Position in Firm: _____

Tel No.: _____ Fax No.: _____

Email: _____ Website: _____

Number(s) of permanent qualified Property and Facility Management Surveyors (s) in your Company: _____
(Please provide a list of Property and Facility Management Surveyors in your organisation)

Number(s) of Registered Professional Surveyor(s) (Property and Facility Management Division): _____
(Please provide a list of RPS members in your organisation)

My organisation is capable of providing the following area(s) of professional property and facility management surveying services (please tick):

Property Asset Management Project Management

Corporate Real Estate Management Property Management

***Applicant is required to submit details of track record and job reference together with this application form for vetting.**

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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 Property and Facility Management Division.
- I agree that I am obliged to inform and update HKIS should there be a change in the contact person or should there be no qualified Property and Facility Management 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 Property and Facility Management 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.
- I agree that the Divisional Council of Property and Facility Management Division reserve the ultimate right to delist my company and should there be any dispute in this respect, the decision of the Divisional Council is final.

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 Property and Facility Management Divisional Council				
Applicant notified of result of application				
Details posted to the website				