



# THE HONG KONG INSTITUTE OF SURVEYORS

## NOTES TO APPLICANT

1. Approval of membership is based on your academic or vocational qualification as at the year of intake of a HKIS recognized degree or diploma or equivalent course for the relevant division.
2. Applicants should ensure that their academic or vocational qualifications are currently listed on the HKIS accreditation list. Otherwise, their applications will not be considered and their submissions will be returned to applicants. Please visit HKIS website [www.hkis.org.hk](http://www.hkis.org.hk) for details of the full accreditation list.
3. For applicants who are holding academic or vocational qualifications not accredited by the HKIS, they may seek an assessment of qualification from the Board of Education of the HKIS. HKIS reserves its right to levy administration fee for provision of assessment service. The request should be in written form (by mail: Suite 801 Jardine House, 1 Connaught Place, Central, Hong Kong or fax: 2868 4612 or email: [edudept@hkis.org.hk](mailto:edudept@hkis.org.hk)). After the above assessment and accreditation by the Board of Education, applicants may then submit the application form together with the notification of assessment (if successful) and other documents as stipulated on the back of the application form to the Board of Membership of the HKIS for consideration.
4. For applicants applying for Probationer or Technical Trainee Membership, the original copy or certified true copy of transcript of your degree or diploma or equivalent course 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.**

# 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 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 PROBATIONER 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.)

PROBATIONER ONLY
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For Applicants Intending to Commence the APC

### 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	

Division under which you wish to commence your training	<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 HKIS Probationer membership of the Institute? <input type="checkbox"/> NO <input type="checkbox"/> YES _____ _____	DETAILS OF RICS MEMBERSHIP (if applicable) Membership No. : _____  Status : <input type="checkbox"/> Student <input type="checkbox"/> Probationer  Date of Admission : _____
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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	
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	

**Part II : Qualifications for Membership (MUST COMPLETE THIS SECTION)**

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

**Further Details of the Academic Qualification recognized by HKIS**

- (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**

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

<b>Details of previous professional experience (IF APPLICABLE)</b>			
Period	Company/Organisation	Position held	Nature of work

<b>APPLICANT'S DECLARATION</b>
I declare that all particulars given in this application are true and correct.
Signature of Applicant _____ Date _____

**PROFESSIONAL TRAINING DETAILS**

Separate application to commence the Assessment of Professional Competence is required. Please contact the HKIS Education Department for details.

Name of Head office or firm or public department; and full address

Capacity in which the applicant is employed

Scope of Professional Training

Status of the supervising person (must be a HKIS corporate member)

in-house staff or  external supervisor/counsellor

Name of Supervisor (in Block Letters) \_\_\_\_\_ Signature\_\_\_\_\_

Position : \_\_\_\_\_ Professional Qualifications\_\_\_\_\_

Telephone No. \_\_\_\_\_ HKIS Membership No. \_\_\_\_\_

Fax No. \_\_\_\_\_ Division \_\_\_\_\_

<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				
Refer to YSG Representative				
Endorsed by Divisional Council				
Board of Membership decision				

## NOTES TO APPLICATION FOR PROBATIONER MEMBERSHIP

### I. QUALIFICATIONS FOR MEMBERSHIP (Bye-Law 2.5)

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

#### Bye-Law 2.5.1

Those persons who are not less than 21 years of age who have the educational attainments as may be laid down from time to time by regulation by the General Council and are undergoing suitable professional training for the profession may be admitted as Probationers.

#### Bye-Law 2.5.2

The maximum period during which a person may remain a Probationer shall be limited to a total of 8 years, provided always that the General Council shall have power to vary the period in particular cases.

#### Bye-Law 2.10.1

Any person desirous of being admitted as a Probationer shall sign and deliver to the Honorary Secretary an application in the relevant form subscribed by his employer or an authorized officer of his employer. Subject to the person meeting the requirements of Bye-Law 2.5.1, the application will be considered by the Board of Membership and, if approved, he shall be duly admitted as a Probationer, provided that the Board of Membership shall have the authority to reject applications.

#### Bye-Law 2.5.3

No person shall remain as a Probationer if he becomes eligible for election as a Member.

### II. GENERAL

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.**
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. False declarations, whether on the part of the applicant or any other, may lead to disciplinary and/or legal action.
5. Applications for membership will be considered by the Board of Membership.
6. 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.
7. 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).
8. 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	:	\$250
Annual subscription	:	\$550
9. **Any incomplete application will be returned without processing.**
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.