

THE HONG KONG INSTITUTE OF SURVEYORS

**PLEASE COMPLETE BELOW WITH YOUR NAME & ADDRESS
AND ATTACH IT TO YOUR APPLICATION FORM**

Name : _____

Address : _____

We acknowledge receipt of your application for Fellow membership.

You will be contacted 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 FELLOW 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 _____ _____	Current Membership Status <input type="checkbox"/> MHKIS elected on _____ <input type="checkbox"/> FRICS elected on _____ <input type="checkbox"/> _____ elected on _____
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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

Academic Qualifications (see Notes II 1 & 2)		
Degree/Diploma	Name of University/College	Date obtained

Professional Qualifications (see Notes II 1, 2 & 5)				
Professional Institute	Grade of Membership	Obtained by Means of	Division(s)	Date of Election

Part III : Details of Professional Practice

Details of Present Employer	
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	

Details of previous professional experience (use separate sheet if required)				
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 Fellow 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)

Name in FULL	Membership No. and Grade	Firm/Organisation	Tel No.	Fax No.	Signature	Date

Signature of FIVE proposers are required, and all proposers must be Fellows of the HKIS. Not more than 2 proposers shall be from the same Firm or Organisation. At least 3 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 proposer may be asked to introduce the applicant to members of the General Council at a Meeting of the Board of Membership scheduled for that purpose.

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 Fellow 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: _____

FOR OFFICE USE ONLY	<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 FELLOW MEMBERSHIP

I. QUALIFICATIONS FOR MEMBERSHIP (Bye-Law 2.3)

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

Bye Law 2.3.1

Those persons who joined together to sponsor the formation of the Institute and who were Fellows of the Royal Institution of Chartered Surveyors, the Hong Kong Institute of Land Surveyors, the Australian Institute of Valuers or the New Zealand Institute of Valuers at that time and who had been engaged in their branch of the profession in Hong Kong, or mainly in Hong Kong for a minimum of two years are founding Fellows.

Bye Law 2.3.2

Those persons who are Members of the Institute who since attaining membership of the Institute have been engaged in the profession for a minimum of seven years, three years of which being in senior positions and the last year of which being in Hong Kong, and who have attained the level of professional achievement as may be prescribed by the General Council from time to time may be admitted as Fellows. The General Council may, at its discretion, require the candidate to submit to a professional interview administered by the Board of Membership.

Bye Law 2.7.2

In case an application for admission as a Fellow is rejected, the General Council 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 Fellow 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 :

- (i) photocopy of Certificates of membership of other professional institutions (Bye Law 2.3.1);
- (ii) photocopy of Certificates relating to academic qualifications;
- (iii) photocopy of applicant's Hong Kong Identity Card;

2. All photocopies of the above accompanying documentation (i-iii) MUST be Certified True Copy by a Fellow of the Hong Kong Institute of Surveyors.

3. A letter of recommendation from the principal proposer, who must be of the same division as the applicant, shall be enclosed to signify the support of the application.

4. Applications received which do not meet the full requirements of the Bye-Laws of the Institute, as referred to above, will not be considered.

5. 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.

6. False declarations, whether on the part of the applicant or the proposers, may lead to disciplinary action and/or legal action.

7. Applications for membership will be considered by the Board of Membership at its meeting scheduled for that purpose. 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 General Council.

8. 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.

9. 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).

10. 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	:	\$1,700
Annual subscription	:	\$1,950

11. 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.

***** Under the Memorandum of Mutual Recognition of Membership made between the HKIS and the Royal Institution of Chartered Surveyors (RICS), corporate members of RICS (FRICS and MRICS) qualified in the former Divisions whose principal place of practice being in Hong Kong may upon application to HKIS be admitted to the corresponding grades of membership of HKIS in the corresponding divisions and may be entitled to all the privileges of HKIS membership including the use of the designation of professional surveyors and the designatory letters.

Corporate members of RICS (MRICS) admitted to membership of RICS in the exant Faculties whose principal place of practice in Hong Kong may upon application to HKIS be admitted to membership of HKIS (MHKIS) in the relevant Divisions and may be entitled to all the privileges of HKIS membership including the use of the designation of professional surveyors and the designatory letters subject to:

- a) one year's post qualification professional practice in Hong Kong relevant to a Division of HKIS; and
- b) a professional interview conducted at the discretion of HKIS to verify the applicant's competence and suitability for admission to the relevant Division.



ADDITIONAL REQUIREMENTS FOR FHKIS APPLICATION:

(effective from 1st September 1999)

- (A) Submit a self appraisal to demonstrate the suitability of the applicant's upgrading (or direct entry) to Fellow membership (N.B. Text should be around 1,000 words).
- (B) Submit documentary evidences according to the five criteria of "Fellowship by Achievement", namely:-
- (i) **post-qualification professional experience** (e.g. employment history, worked projects, etc);
 - (ii) **managerial responsibilities** (mainly over the immediate past 7 to 10 years in managing human resources, finance, information and/or projects);
 - (iii) **professional development** (e.g. acquisition of new knowledge and/or new skill through post-graduate courses and/or CPD events);
 - (iv) **contribution to the surveying profession and/or the Institute** (e.g. acting as council member of the Institute/Division and/or as member of Working Groups and/or as representative of HKIS in Government consultative committees or Institutes having reciprocity agreement with HKIS);
 - (v) **other information** which the applicant may wish to submit for consideration of his/her application.

Revised in April 2002 and November 2007