

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 and Declaration Form and a copy of valid Business Registration Certificate to the HKIS Office, Suite 801, Jardine House, One Connaught Place, Central, Hong Kong or by fax to 2868 4612.

APPLICATION

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)

(Full Name in English) _____

(Name in Chinese) _____

Position in Firm: _____

Tel No.: _____

Email: _____

HKIS Diploma Number: _____

Fax No.: _____

Number of permanent qualified Building Surveyors in your Company: _____
(Please provide a list of Building Surveyor(s) in your firm)

Number of Registered Professional Surveyors (Building Surveying Division): _____
(Please provide a list of RPS members in your firm)

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"/>	Disputes 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"/>	Other (please specify for our consideration):
<input type="checkbox"/>	

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 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) _____

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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				