

**THE HONG KONG INSTITUTE OF SURVEYORS
APPLICATION FOR INCLUSION AND DECLARATION FORM FOR
LIST OF FIRMS PROVIDING PROFESSIONAL CONSULTANCY SERVICES OF
PLANNING AND DEVELOPMENT SURVEYING**

The Planning and Development Division (PDD) of The Hong Kong Institute of Surveyors (HKIS) maintains a list of firms/companies providing professional consultancy services of Planning and Development Surveying.

The List will be updated regularly and posted to the HKIS's web page or included in any appropriate HKIS publications. The List will be provided in good faith to anyone approaching the HKIS for such information. However, the PDD reserves the right to remove any firm/company from the List if such firm/company is found not to have fulfilled the requirements for inclusion in the list.

A firm/company wishing to be listed has to declare that they fulfil the following requirements:

1. Being a firm/company registered in Hong Kong;
2. Being a firm/company providing professional consultancy services of a Planning and Development Surveyor; and
3. Having at least one Corporate Member of HKIS (in the PDD) working full-time in a senior management position and that he/she has not been found by HKIS Disciplinary Board to have contravened the HKIS's Rules of Conduct or any provisions of its Bye-Laws.

Please return the duly completed Application for Inclusion 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 FOR INCLUSION

Trading Name of Firm/Company

(in English) _____
(in Chinese) _____

Business Address

(in English) _____
(in Chinese) _____

Nature of Business: _____

Number of years in business: _____ Number of employees: _____

Contact Person (must be a Corporate Member of HKIS Planning and Development Division)

(Full name in English) _____
(Full name in Chinese) _____ HKIS Diploma No.: _____
Position: _____ Working full-time? Yes/ No*
Tel No.: _____ Fax No.: _____
Email: _____ Website: _____

**delete as appropriate*

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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 inclusion in the List.
- I understand that acceptance for inclusion in the List is at the sole discretion of the PDD Council.
- I understand that an administration charge would be payable upon acceptance for inclusion in the List and that such charge is levied on a yearly basis commencing on 1 October for renewal of listing. *(Note: The current charge is HK\$1,000 per year and is subject to review from time to time by the HKIS.)*
- 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 professional Planning and Development Surveyor in the future.
- I understand that should I not carry out the duties to the satisfaction of the PDD Council, my firm/company* or I will not be permitted to remain in the List.
- I shall indemnify the HKIS from any claims or damages arising from any untrue and incorrect particulars and information provided in this application form above and give our consent that such particulars and information can be used for any of the purposes mentioned above.
- I agree that the PDD Council reserve the ultimate right to delist my company and should there be any dispute in this respect, the decision of the PDD 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 P&D Divisional Council | | | | |
| Applicant informed of result | | | | |
| Details posted to HKIS web page | | | | |