

APPLICATION FOR ENTRY TO APC

Note: Personal data collected in this form will be used for registration, administration, future correspondences and record keeping purposes relating to the Assessment of Professional Competence of the Hong Kong Institute of Surveyors.

The completed application form should be returned to the Education Department, the Hong Kong Institute of Surveyors, Room 1205, 12th Floor, Wing On Centre, 111 Connaught Road Central, Hong Kong.

* Please delete as appropriate.

Part A: To be completed by the Candidate

Personal Particulars:			
Title: Mr. / Mrs. / Ms. / Miss*	Name in Full (Surname first):	Chinese Name:	
Date of Birth (dd/mm/yyyy): / /	HKID No. / Passport No.*:	Contact Telephone No.:	E-mail Address:
Postal Address in BLOCK LETTERS:			
Qualification:			
HKIS Membership: Probationer / Associate Member*	Date of Enrolment / Application*:	Membership No. (if enrolled):	
Academic Qualification(s):		Year(s) of Award:	
Employment Details			
Name of Company:		Date of Appointment (dd/mm/yyyy):	
Office Address in BLOCK LETTERS:		Post Title:	
Declaration			
<p>I hereby apply for entry to the Assessment of Professional Competence (APC) of the Hong Kong Institute of Surveyors (HKIS) and confirm that (please ✓):</p> <p><input type="checkbox"/> A certified true copy of the diploma/certificate of my academic qualification is enclosed.</p> <p><input type="checkbox"/> A cheque of HK\$1350 payable to "SURVEYORS SERVICES LTD." for the application fee is enclosed. I understand that the application fee I paid is non-refundable upon withdrawal of application.</p> <p><input type="checkbox"/> I would like to apply for exemption of training experience with the supporting document enclosed.</p> <p><input type="checkbox"/> I would like to apply for substitution of training experience by post-qualification experience with supporting document enclosed</p> <p>I declare that the information given in this Part A is correct and complete to the best of my knowledge.</p>			
Signature: _____		Date: _____	

Part B: To be completed by the Supervisor

<i>Name of Supervisor in Full:</i>	<i>HKIS Membership No.:</i>
	<i>Grade: FHKIS / MHKIS / AMHKIS*</i>
I confirm my fulfilment of the requirements for being a Supervisor ¹ . I undertake to discharge my responsibilities to provide Professional / Technical* Training to the Candidate according to the APC Rules and Guide.	
<i>Signature: _____ Date: _____</i>	

Part C: To be completed by the Counsellor

(The Supervisor in Part B may also undertake to be the Counsellor if only such an arrangement is available.)

<i>Name of Counsellor in Full:</i>	<i>HKIS Membership No.:</i>
	<i>Grade: FHKIS / MHKIS / AMHKIS*</i>
I confirm my fulfilment of the requirements for being a Counsellor ² . I undertake to discharge my responsibilities to oversee the Professional / Technical* Training of the Candidate according to the APC Rules and Guide.	
I suggest that the Candidate's APC training should date from ³ _____(dd/mm/yyyy)	
<i>Signature: _____ Date: _____</i>	

Part D: To be completed by the Employer

<i>Name of Employer in Full:</i>	<i>Company Seal:</i>
<i>Position:</i>	
I certify that the employment details of the Candidate in Part A are true and correct. I confirm my arrangement / acceptance* of the engagements of the Supervisor in Part B and the Counsellor in Part C for the training of the Candidate.	
<i>Signature: _____ Date: _____</i>	

Remarks

1. A Supervisor must be a Corporate or Associate Member of the Land Surveying Division of HKIS with 3 years standing or more in the respective membership. Each qualified Corporate Member may undertake to be the Supervisor of not more than 8 professional and/or technical trainees in total at the same time provided that the number of professional trainees is not more than 3. Each qualified Associate Member may undertake to be the Supervisor of technical trainees only and not more than 8 at the same time.
2. A Counsellor must be a Corporate or Associate Member of the Land Surveying Division of HKIS with 5 years standing or more in the respective membership. A qualified Corporate Member may undertake to be the Counsellor of professional and technical trainees. A qualified Associate Member may undertake to be the Counsellor of technical trainees only.
3. The APC training commencement date suggested by the Counsellor is for reference by HKIS only. In any case, the approved commencement date is no earlier than one month before the date this application is received by HKIS.

Part E: For Office Use

<i>Application fee received</i>	
<i>Accompanied document checked</i>	
<i>Supervisor and Counsellor verified</i>	
<i>Acknowledgement of receipt</i>	
<i>Refer to LSDEC on</i>	

Part F: For LSDEC Use

<i>Application result</i>	
<i>Commencement date</i>	
<i>Length of training (professional / technical*)</i>	<i>months</i>
<i>Endorsed by LSDEC Chairman:</i>	
<i>Date:</i>	