

LISTING AS A PRIVATE QUANTITY SURVEYING FIRM/COMPANY DECLARATION FORM

The Quantity Surveying Division ('QSD') of The Hong Kong Institute of Surveyors ('HKIS') has decided to assemble a list of private Quantity Surveying Firms/Companies ('the List'). A firm/company is eligible for being included in the List provided that the following requirements are fulfilled:-

- A. Principal business: provision of professional quantity surveying consultancy services in at least one of the listed categories in Hong Kong (refer to item 3 below); and
- B. Number of Corporate Member(s)¹:-
 - Sole proprietorship – the sole proprietor shall be a Corporate Member
 - Partnership/Limited company – at least 66% of the partners/directors shall be Corporate Members

The List will be updated at least annually and posted on the HKIS's webpage or included in any other appropriate publications. The List will be provided and maintained in good faith. However, the QSD reserves the right to remove any firm/company from the List if such firm/company is discovered not to have fulfilled the abovementioned requirements or where the sole proprietor/partner/director of the firm/company has been found by the Disciplinary Board of the HKIS to have contravened the HKIS's Rules of Conduct or any provisions of the HKIS's Bye-Laws.

Firms/companies wishing to be listed have to declare annually that they fulfil the requirements of the aforesaid requirements by completing this Declaration Form, and inform the QSD of any changes which may render them unable to fulfill the said requirements within one month after the changes are made known to them.

Please return this duly completed Form, as well as a copy of valid Business Registration Certificate and other necessary document(s), to the HKIS Secretariat by fax (2868 4612), email (info@hkis.org.hk) or mail to Room 1205, 12/F, Wing On Centre, 111 Connaught Road Central, Sheung Wan, Hong Kong.

New Application

Renewal

1) Trading Name of Firm/Company

(in English) _____

(in Chinese) _____

2) Business Address

(in English) _____

(in Chinese) _____

3) Category/Categories of the Firm/Company's Principal Business²:-

Core QS consultancy Dispute resolution consultancy³ Claim consultancy⁴ QS BIM consultancy

4) Contact Person⁵

(Full Name in English) _____

(Full Name in Chinese) _____ HKIS Membership No. _____

Position in Firm/Company _____ Tel. No. _____

Website _____ E-mail address _____

5) Type of Firm/Company:-

Sole proprietorship Partnership Limited company

6) Is the Firm/Company on the List of Consultants of AACSB⁶?

Yes

No

7) Number of Partners/Directors _____

8) Number of Partners/Directors who are FHKIS/MHKIS (QSD)⁷ _____

9) Number of FHKIS and MHKIS (QSD) (excluding Sole Proprietor/Partners/Directors)⁷ _____

¹ Corporate Member shall mean a HKIS member of professional grade (i.e. Fellow or Member) under the QSD with permanent residence in the Hong Kong SAR.

² The firm/company shall provide sufficient documents (such as letters of appointment, clients' recommendation letters, etc.) so as to demonstrate its principal business to the QSD's satisfaction, i.e. at least two client engagements in the past 12 months from the date of application. Such documents are required for HKIS's internal vetting purpose only.

³ Dispute resolution consultancy services in relation to construction works/contracts.

⁴ Claim consultancy services in relation to claims under construction contracts, such as preparation of claims, quantum evaluation, etc.

⁵ The contact person shall be a Corporate Member working full-time in a senior management position of the firm/company.

⁶ AACSB shall mean the Architectural and Associated Consultants Selection Board.

⁷ Names and HKIS membership numbers of the FHKIS/MHKIS shall be provided on separate sheet(s).

Declaration

- I/ We hereby declare that the above particulars and information are true and correct.
- I/ We understand that the acceptance for inclusion or not is at the sole discretion of the QSD.
- I/ We shall indemnify the HKIS from any claims or damages arising from any untrue or incorrect particulars and information provided in this Declaration Form above and give my/our consent that such particulars and information can be used for any of the purposes mentioned above.
- I/ We understand that the following disclaimer (or one with similar wording) would be posted in the List on the HKIS's webpage: *The particulars of the firms/companies shown on this webpage is based on the information and declaration provided by the firms/companies. The HKIS or QSD shall take no responsibility for the performance or behaviour of the firms/companies that appear in the list.*
- I/ We agree that the QSD Council reserves the ultimate right to delist my/our firm/company and should there be any dispute in this respect, the decision of the QSD Council shall be final.
- *[For renewal only]* I/We declare that I/we have been providing professional quantity surveying consultancy services in the listed category/categories indicated above as my/our principal business in Hong Kong since my/our last application. I/We understand that the QSD Council has a right to request documentary proof in this connection to its satisfaction.

Signature of Contact Person with Company Chop

Date

Name in Block Letters

Designation