

LIST OF CONSULTANTS PROVIDING PROFESSIONAL CONSULTANCY SERVICES OF BUILDING SURVEYING

The Building Surveying Division (“BSD”) of The Hong Kong Institute of Surveyors maintains a list of consultants providing professional building surveying consultancy services.

Consultants wishing to be listed have to declare that they fulfill the following requirements:

1. Being a consultancy practice with business registered in Hong Kong;
2. Providing building surveying consultancy services to external clients;
3. Having at least one Corporate Member of The Hong Kong Institute of Surveyors (BSD) working full-time in a management position.

Please refer to the Guidance Notes to Application for Inclusion in The List of Consultants Providing Professional Consultancy Services of Building Surveying.

Please return the duly completed Application and Declaration Form and a copy of a valid Business Registration Certificate, supporting information on job references and employment of BSD Corporate Member(s) and the administration charge (payable to “Surveyors Services Limited”) 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

Part A

Trading Name of Firm/Company

(In English) _____

(In Chinese) _____

Business Address

(In English) _____

(In Chinese) _____

Contact Person (must be a Corporate Member of the HKIS Building Surveying Division)

Full Name in English _____

Full name in Chinese _____

HKIS membership no.: _____

Position in Firm/Company: _____

Tel No.: _____

Fax No.: _____

Email: _____

Website: _____

The Applicant is providing the following area(s) of building surveying consultancy services (please tick):

Area No.	Services	Please tick
1.	Building repair and maintenance	
2.	Alteration, addition and renovation works	
3.	Licence application	
4.	Advice on statutory and building-related legal requirements (including but not limited to statutory orders and notices, MBIS and MWIS)	
5.	Expert witness	
6.	Project management for new developments	
7.	Advice on water seepage investigations	
8.	Condition survey, measurement survey, drone survey and fire insurance valuation	
9.	Conservation, restoration and rehabilitation of heritage buildings	
10.	Authorized person and Registered Inspector services	
11.	Green Certification e.g . LEED and BEAM	
12.	Other (please specify for our consideration):	

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Part B

The following information are for internal reference and will not be uploaded to the HKIS website. Please provide the following information on additional sheets as applicable.

Number of years in business: _____

Number of employees (from the past 12 months to present): _____

Number of full-time qualified Building Surveyors: _____

Please provide a list of Building Surveyor(s) including the name and HKIS membership number

Name in Full	Post	HKIS membership no.

Number of Authorized Person(s): _____ *Please provide a list of AP and registration number.*

Name in Full	Post	AP registration no.

Supporting information of a minimum of three (3) projects completed in the past 3 years for each area applied (use additional sheets if necessary).

Area No.	Project	Description	Client and contact person	Status (current or completed and year of completion)

Details of inclusions in other lists of building surveying consultancy services (use additional sheets if necessary):

Organisation/ Government	Name of List	Year

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Details of criminal conviction, disciplinary and legal proceedings in the past two years: **NO / YES***
(If yes, please provide the details below)

- a. The date of conviction is treated as the date of the judgment in which the conviction was pronounced. The date of the commission of the offence which gave rise to the conviction is irrelevant here.
- b. The 2 year-period counts from and include the date of application submission. Convictions and proceedings here relate only to the consultant instead of individual. Convictions/ proceedings of the Applicant's sub-consultants shall not be counted here. However, if the convictions/ proceedings involved the consultant in the capacity of a sub-consultant, this should be counted.

Date of Judgment	Details of Convictions/ Proceedings	Project involved

Part C

DECLARATION

1. It is hereby declared that the above particulars and information are true and correct.
2. It is hereby declared that the portfolio complies with the requirements for inclusion to the List.
3. The Applicant confirms that it has read the Guidance Notes to Application for Inclusion in the List of Consultants Providing Professional Consultancy Services of Building Surveying and acknowledged all requirements therein.
4. It is hereby declared that the Applicant is providing building surveying consultancy services as its principal business such that the annual turnover should amount to no less than 70% of the total turnover.
5. The Applicant understands that acceptance for inclusion in the List is at the sole discretion of the BSD Council.
6. The Applicant understands 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 the listing.
7. The Applicant agrees that the BSD Council may contact the parties of the job references submitted herein for verification purpose.
8. The Applicant agrees that it is obliged to inform and update the BSD Council should there be a change in the contact person or should there be no qualified Building Surveyor in the consultant in the future.
9. The Applicant understands that should it fail to provide professional building surveying consultancy services to the satisfaction of the BSD Council, it may be expelled from the List.
10. The Applicant shall indemnify The Hong Kong Institute of Surveyors from any claims or damages arising from any untrue and incorrect particulars and information provided for this application. The HKIS reserves the right to report to the relevant authorities should any untrue information and misrepresentation found in the application.
11. The Applicant confirms that it holds the appropriate level of professional indemnity.
12. In the event of successful admission to the List, the Applicant confirms and agrees that any part or all of the details in Part A may be disclosed to the public.

Signature of Contact Person and Company Chop

Date

Name of signatory (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 the Building Surveying Divisional Council				
Applicant notified of result of application				
Details posted to the website				

**GUIDANCE NOTES TO APPLICATION FOR INCLUSION IN THE LIST OF CONSULTANTS PROVIDING
PROFESSIONAL CONSULTANCY SERVICES OF BUILDING SURVEYING**

- 1) The Building Surveying Division (BSD) of The Hong Kong Institute of Surveyors (HKIS) maintains a list of consultants providing professional building surveying consultancy services (the "List").
- 2) Consultants with relevant experience, upon application and acceptance, will be included in the List. The List is kept at the HKIS website (www.hkis.org.hk) for the public's information and reference.
- 3) Consultants wishing to be listed have to declare that they fulfill the following requirements:
 - a) Being a consultancy practice with business registered in Hong Kong;
 - b) Providing building surveying consultancy services to external clients;
 - c) Having at least one Corporate Member of The Hong Kong Institute of Surveyors (Building Surveying Division) working full-time in a management position.
- 4) In considering whether a consultant is providing building surveying consultancy services to external clients, the following matters would be taken into account:
 - a) In general, services purely relating to property management, design and build, engineering consultancy, interior design, etc. would not be considered as building surveying consultancy services;
 - b) Whether consultancy services being its principal business such that its annual turnover should amount to no less than 70% of the total turnover;
 - c) Whether it is providing services externally as opposed to acting as an in-house consultancy.
- 5) As for the requirement of at least one Corporate Member of The Hong Kong Institute of Surveyors (Building Surveying Division) working full-time in management position, the following supporting information is required:
 - a) An organisation chart demonstrating the number of building surveyors employed (both qualified members and probationers);
 - b) Job description(s) and CV(s) of the Corporate Member(s) of The Hong Kong Institute of Surveyors (Building Surveying Division) working full-time in management position(s);
 - c) Proof of employment of the said Corporate Member(s);
 - d) Confirmation that the said Corporate Member(s) are in a management position in the consultant.
- 6) The List will be reviewed and updated annually and those interested to be retained on the List shall submit a renewal application form accordingly.
- 7) Each application/ renewal shall be submitted together with all the relevant supporting documents together with payment of an administration charge as announced from time to time. The HKIS BSD Council may request further supplementary information as may be required. *(Note: The current administration charge is HK\$1,000 upon acceptance for inclusion in the List and such charge is levied on a yearly basis commencing on 1 October for renewal of listing and is subject to review from time to time by the HKIS).*
- 8) The listed consultant shall inform the HKIS of any change in the fundamental listing requirements within 45 calendar days. The HKIS BSD Council reserves the right to suspend or remove the listed consultant from the List for any failure of the requirements.
- 9) The HKIS BSD Council has the final decision to approve or reject the application without giving any reasons.