

**PLEASE COMPLETE BELOW WITH YOUR NAME & ADDRESS  
AND ATTACH IT TO YOUR APPLICATION FORM**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Enclosed herewith my cheque and documents (tick where applicable)\*

- \$\_\_\_\_\_ (Fellows and Members of HKIS)
- \$800 (members of recognized institutes other than HKIS)
- Certified true copy of HKID Card by a RPS or the Registrar
- Copy of the relevant document to prove the professional experience of not less than 1 year gained before the date of this application (e.g. reference letter(s) from current and/or previous employer(s) or employment letter from current employer or curriculum vitae)

\* See Declaration and Undertaking, General Notes on Application and Notice to Applicants

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To Applicant,

We acknowledge receipt of your application for registration as a Registered Professional Surveyor.

You will be contacted further when the Board has completed its assessment.

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

Established under the authority of the Surveyors Registration Ordinance (Cap. 417)

**APPLICATION FOR REGISTRATION AS A "REGISTERED PROFESSIONAL SURVEYOR"**

Please read carefully and complete in detail. Please complete in BLOCK LETTERS or TYPE.

*Please note that the Register of Registered Professional Surveyors is kept under section 11 (1) of the Surveyors Registration Ordinance. Your name, address, division and qualification in relation to registration are required to be entered on the Register.*

*Please select the type of address to be entered on the Register by ticking against one of the boxes below. In the absence of an expressed choice, your correspondence address will automatically be included in the Register.*

correspondence address /  office address

**1. PERSONAL INFORMATION**

Surname \_\_\_\_\_ Date of birth \_\_\_\_\_ Sex \_\_\_\_\_

Other Names (in full) \_\_\_\_\_ Name in Chinese (if applicable) \_\_\_\_\_

HKID Card/Passport Number \_\_\_\_\_ Nationality \_\_\_\_\_

Correspondence Address \_\_\_\_\_

\_\_\_\_\_ Tel No. \_\_\_\_\_ E-mail \_\_\_\_\_

Company \_\_\_\_\_ Office Address \_\_\_\_\_

Position \_\_\_\_\_ Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

**2. ACADEMIC QUALIFICATIONS**

<u>From - To</u> (mm/yyyy)	<u>Course / Programme</u>	<u>Award and Date Obtained</u>	<u>University &amp; Country</u>
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

### 3. PROFESSIONAL QUALIFICATIONS

<u>Name of Institute</u>	<u>Division/ Discipline</u>	<u>Membership No.</u>	<u>Date of Admission to Corporate Membership</u>	<u>Admission* Method</u> (QE/APC/Others)	<u>Current Grade of Membership</u>
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\*Notes: Qualifications obtained without the need to take the qualifying examinations (QE) or the assessment of professional competence (APC) of the institutes are considered not sufficient for registration. Additional evidence of professional competence must be provided for qualifications obtained by any of the following:

- (1) by way of a reciprocity agreement through membership of another institute;
- (2) by direct membership scheme of the institute;
- (3) by the institute's offering of membership;
- (4) by invitation of the institute;
- (5) by merger of two institutes.

If qualifications are not obtained through examinations or assessment of professional competence, please give details.

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### 4. EMPLOYMENT DETAILS

Experience gained within the past five years in chronological order

<u>From - to</u> (mm/yyyy)	<u>Position</u>	<u>Company Name &amp; Address</u>	<u>Major duties</u>
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### 5. ABSENCE FROM HONG KONG

If you have been absent from Hong Kong during the past two years, please give details. In case of no absence, mark N/A. (Only details of absence exceeding eight weeks should be stated).

<u>From</u> (mm/yyyy)	<u>To</u> (mm/yyyy)	<u>Reason for absence</u>
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## 6. DIVISION IN WHICH REGISTRATION IS NOW BEING SOUGHT

Please select the division:

- Building Surveying    General Practice    Land Surveying  
 Planning and Development    Property and Facility Management    Quantity Surveying

Have you previously been registered as an RPS? \_\_\_\_\_

If yes, please state the division and your previous registration number. \_\_\_\_\_

Are you currently an RPS in one of the other division(s)? \_\_\_\_\_

If yes, please state the division and your current registration number. \_\_\_\_\_

## 7. DECLARATION AND UNDERTAKING

- (i) I declare that I am currently competent to practise in the \_\_\_\_\_ division.  
(ii) I declare that I am ordinarily resident in Hong Kong.  
\*(iii) I declare I have had one year's relevant professional experience in Hong Kong before the date of this application.  
(iv) I declare that I have not been convicted in Hong Kong or elsewhere of any offence which may bring the profession into disrepute, and I further declare that I have not committed misconduct or neglect in a professional respect.  
(v) I undertake that in the event of a change in any of the above particulars I will make known the changes, within 28 days of their having occurred, in writing to the Surveyors Registration Board.  
(vi) I declare that the information given in this application is true.  
(vii) I undertake to notify the Board if I am likely to be absent from Hong Kong for a continuous period of more than 6 months.

**\* Such proof should be submitted together with this application. An application with proof of experience of less than 1 year WILL NOT be accepted. Please refer to Section 12(1) (b) of the Surveyors Registration Ordinance.**

I acknowledge that the Board reserves the right to require applicants to sit for an examination and/or to attend a professional interview for which an appropriate fee may be charged.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

For Registrar Use Only

Application Received: \_\_\_\_\_ Qualifications checked OK: \_\_\_\_\_

Fee Received: \_\_\_\_\_ Date of Registration \_\_\_\_\_

The Surveyors Registration Ordinance provides for a registration system for professional surveyors whereby those qualified and registered may be entitled Registered Professional Surveyors or designated RPS.

The Ordinance is designed to establish the registered status of the various divisions of surveyors and at the same time safeguard the rights of the consumer public.

Registration is open to a professional surveyor:

- (i) who is a Fellow or Member of the Hong Kong Institute of Surveyors; or
- (ii) who is a member of an institution, the membership of which is currently accepted by the Surveyors Registration Board as being of a standard not less than that of a Fellow or Member of the Hong Kong Institute of Surveyors; or
- (iii) who has passed such examination in surveying and other subjects and has received such training and experience as the Board may accept, either generally or in a particular case, as a qualification of a standard not less than that of a member of the Hong Kong Institute of Surveyors; and
- (iv) who has satisfied the Surveyors Registration Board that he has had one year's relevant professional experience in Hong Kong before the date of his application for registration; and
- (v) who is ordinarily resident in Hong Kong; and
- (vi) who is not the subject of an inquiry committee or a disciplinary order under Part IV of the Surveyors Registration Ordinance which precludes him from being registered under the Ordinance; and
- (vii) who satisfies the Board by declaration in writing that he is competent to practise in the relevant division; and
- (viii) who is a fit and proper person to be registered.

As stipulated in Section 13(3) of the Ordinance, the Board, in its discretion, may require an applicant to undertake a written examination to verify his knowledge of surveying if he is not a member of the Hong Kong Institute of Surveyors or his membership of a surveying body is not accepted as being a standard not less than that of the Hong Kong Institute of Surveyors.

Registration is valid for one year and is renewable annually. A fee is charged on every application for registration and renewal of registration, and a Certificate of Registration or Renewal of Registration will be issued.

The Ordinance makes provision for both removal of names from the Register and for disciplinary proceedings against any registered professional surveyors who commits a disciplinary offence. In the latter event, an enquiry committee may be established by the Board.

A person on the Register is entitled to describe himself as a "Registered Professional Surveyor" (in a qualifying division) and to use the initials "RPS" (in a qualifying division).

## General Notes on Application

**This form must be accompanied by documentation to prove the applicant's current membership of a recognized professional surveying institute or other body on the basis of membership of which this application for registration is made. All photocopies must be certified by a Registered Professional Surveyor.**

### **Application Fee and Registration Fee**

#### *Fellows and Members of the Hong Kong Institute of Surveyors*

1. Application Fee (HK\$300 non refundable payable when submitting the form).
2. Registration Fee\* (HK\$300 per division payable when submitting the form).

The Registration Fees will be refunded to unsuccessful applicants.

#### *Members of recognized institutes other than the Hong Kong Institute of Surveyors*

1. Search Fee and Application Fee (HK\$800 non refundable payable when submitting the form).
2. Registration Fee\* (HK\$300 per division payable on subsequent demand notified to successful applicants only).

\* This registration fee covers the 12 months from the date of registration.

### **Renewal Fee**

Renewals of registration will be charged at the prevalent rate (currently HK\$300 per division per annum).

**This form must be accompanied by the appropriate fees on submission.**

**Please make cheques payable to the "Surveyors Registration Board".**

**Qualifications not on a par with the divisions designated by the Surveyors Registration Board are not considered to be sufficient for registration. Additional evidence of experience in the division(s) must be provided by non-HKIS members.**

## Notice to Applicants

### Personal Data (Privacy) Ordinance

1. An applicant is required to supply the data set out in the application form for the purposes of processing the application and maintaining a register of registered professional surveyors under the Surveyors Registration Ordinance. The register is open to the public's inspection under Section 11 (2) of the Surveyors Registration Ordinance. An application will not be processed unless all the requested data are supplied.
2. **An applicant is required to verify his identity by production of his Hong Kong Identity Card to the Registrar.**
3. **Instead of presenting his Hong Kong Identity Card to the Registrar in person, an applicant may send a copy of Hong Kong Identity Card to the Registrar, provided that such copy is certified to be a true copy by a person who is a registered professional surveyor.**
4. An applicant has the right to request access to and correction of his/her personal data. Any such request should be addressed to the Registrar of the Surveyors Registration Board at Room 1205, 12/F., Wing On Centre, 111 Connaught Road Central, Sheung Wan, Hong Kong.