

# The Hong Kong Institute of Facility Management

## 香 港 設 施 管 理 學 會



c/o Suite 2102 Connaught Commercial Building, 185 Wanchai Road, Wanchai, HK  
 Tel.: 2537 0456 Fax.: 2537 4426

www.hkifm.org.hk

<b>1. Application for Registration as Professional Facility Management Establishment</b>	For Office Use Only Establishment No. ....
<b>2. Particulars of Organisation</b>  Name of Organisation .....  Address .....  Tel. No. .... Fax No. .... E-mail Address .....	
<b>3. Details of Organisation's Appointed Contact (please complete in BLOCK letters)</b>  Surname ..... Dr./Mr./Mrs./Miss <input type="checkbox"/> Male <input type="checkbox"/> Female Other name(s) ..... ( ..... ) <span style="margin-left: 600px;">Chinese Name (if applicable)</span> Present Position ..... Date Joined (dd/mm/yy) ...../...../..... Tel. No. .... Fax No. .... E-mail Address .....	
<b>4. Current Business of Organisation</b>  ..... ..... ..... ..... ..... ..... ..... .....	
<b>5. Declaration</b>  1. Our Dr/ Mr/ Ms/ Mrs ..... is currently an Honorary Fellow/ Fellow/ Member of the Institute. 2. We are active in advocating quality practice in the management of the built environment and facilities and the promotion of facility management as a prime profession. 3. We undertake to abide by the Constitution, the Articles of Association, By-laws and Codes of Professional Conduct of the HKIFM, as they now exist, or they may thereafter be amended and/or altered by the Council from time to time in respect of the registration of PFME. 4. We undertake to return the certificate of registration when we ceased to be registered as a PFME.  ..... Authorised Signature of Applicant <span style="float: right;">Date</span> *delete where appropriate	

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## Instructions for Application for Registration as PFME

### 1. General

- 1.1 The Council is not bound to give any reason for their refusal to register any organisation. Any applicant who is refused registration shall not re-submit within 12 calendar months from the date the application is rejected.
- 1.2 Any false declarations, whether on the part of the applicant, may lead to disciplinary and/or legal action.
- 1.3 All applications should be completed in full and accompanied by:
  - Photocopy of certificate of membership of the Institute of Honorary Fellow/ Fellow/ Member; and
  - Copy of Company/ Organisation Profile. Annual reports are accepted.

### 2. Application fee, annual registration fee and queries

- 2.1 All applications must be accompanied with the application fee **and** the annual subscription. Application fees paid are not refundable. Annual registration fee will be refunded to the applicant if the application is refused. Please make cheques payable to 'The HKIFM' crossed account-payee-only.
- 2.2 Application fee for registration is HK\$1,500.00 (non-refundable).
- 2.3 Annual registration fee (effective since 1.7.2001) HK\$3,000.00.
- 2.4 All completed applications or queries should be sent by post to the **Director, Corporate Affairs, The HKIFM, c/o Suite 2102 Connaught Commercial Building, 185 Wanchai Road, Wanchai, Hong Kong**. Additional and updated information may also be available from the web site of the Institute (<http://www.hkifm.org.hk>).