

The Hong Kong Institute of Facility Management

香 港 設 施 管 理 學 會



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 Tel.: (852) 2537 0456 Fax.: (852) 2537 4426

<http://www.hkifm.org.hk>

Please read the instructions at the back of this form carefully before completing the form.

1. Application for Membership (please tick) <input type="checkbox"/> Fellow <input type="checkbox"/> Member <input type="checkbox"/> Associate	For Office Use Only Membership No.																																	
2. Applicant's Personal Details (please complete in BLOCK letters) Surname Dr./Mr./Mrs./Miss <input type="checkbox"/> Male <input type="checkbox"/> Female Other name(s) (.....) Chinese Name (if applicable) Nationality H.K.I.D./Passport No. Date of Birth (dd/mm/yy)/...../..... Place of Birth Age (at signing) Home Address Tel. No. Fax No. E-mail Address																																		
3. Present Employment Details Company Name Company Address Present Position Date Joined (dd/mm/yy)/...../..... Tel. No. Fax No. E-mail Address																																		
4. Correspondence address (please tick) <input type="checkbox"/> Home <input type="checkbox"/> Office <input type="checkbox"/> Others (please specifies)																																		
5. Academic qualifications (please enclose copy of relevant diplomas/certificates) <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Date (year)</th> <th style="width: 45%;">Educational Institute/Country</th> <th style="width: 40%;">Award(s)</th> </tr> </thead> <tbody> <tr><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td><td>.....</td></tr> <tr><td>.....</td><td>.....</td><td>.....</td></tr> </tbody> </table>		Date (year)	Educational Institute/Country	Award(s)
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8. Core Competences (please tick)

Please indicate **four** categories of work which best describe your work experience and competence in the field of FM and in support of your application. At least **one** must be selected from **each** of section A and B.

- | | |
|--|---|
| <p>Section A</p> <ul style="list-style-type: none"> <input type="checkbox"/> Real estate portfolio management <input type="checkbox"/> Maintenance and operations management <input type="checkbox"/> Space planning and design management <input type="checkbox"/> Project and contract management <input type="checkbox"/> Environmental management <input type="checkbox"/> Health, safety and physical security management | <p>Section B</p> <ul style="list-style-type: none"> <input type="checkbox"/> Human resources management <input type="checkbox"/> I.T. management <input type="checkbox"/> The practice of law and local legislation in real estate <input type="checkbox"/> Financial management <input type="checkbox"/> Logistics management |
|--|---|

9. Continuing Professional Development

(a) Courses and structured studies currently undertaken

Course title	Institution/country	Duration
.....
.....
.....

(b) Recent seminars, conferences and symposia attended

CPD event/subject	Country/Location	Dates
.....
.....
.....

10. Nomination

Application for Fellow: Applicant must be nominated by 2 F.PFM. The principal proposer must also submit a reference letter for the applicant.

Application for Member: Applicant must be nominated by at least 1 F.PFM and 2 PFM.

We, the undersigned, certify that to the best of our knowledge and belief, the information given by the applicant on this form is correct and we consider him/her to be a fit and proper person for election to the class of membership for which he/she is applying.

	Principal Proposer	Proposer 1	Proposer 2
Full Name			
HKIFM No./ Class			
Company Name			
Tel. No.			
Signature			
Date			

11. Applicant's Declaration and Undertaking

I, the undersigned, declare that the particulars given on this form are true and correct in every respect. If elected to be a Fellow/Member/Associate/Honorary Member* of the HKIFM, I 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.

.....
Signature of Applicant

.....
Date

*delete where appropriate

Information contained in this form is protected under the Personal Data (Privacy) Ordinance and will only be used in accordance with the purpose for which it is provided.

The Hong Kong Institute of Facility Management

Instructions for application for Membership

1. General

- 1.1 Applications which do not meet the full requirements of the By-Laws of the HKIFM will not be considered. The HKIFM reserve their rights to consider any applications should the required information is not disclosed by the applicant.
- 1.2 The Council is not bound to give any reason for their refusal to admit any person to membership, or to transfer a person from one class of membership to another. Any applicant who refused admission shall not re-submit within 12 calendar months from the date the application is rejected.
- 1.3 Any false declarations, whether on the part of the applicant or the proposer(s), may lead to disciplinary and/or legal action.
- 1.4 All applications should be completed in full and accompanied by:
 - Photocopy of certificates and diplomas of membership of other professional institutions
 - Photocopy of certificates and diplomas for academic qualifications
 - Photocopy of confirmation on pass in APC of the HKIFM (if applicable)
 - Photocopy of applicant's HKID/Passport

2. Qualifications for various classes of membership

2.1 Application for the class of **Fellow (F.PFM)**:

- Persons holding senior positions
- At least 28 years of age
- PFM (Members) with 7 years of experience or membership of recognized professional institutions for at least 7 years
- Minimum 1 year experience in H.K.
- Application must be accompanied with a supporting letter from the principal proposer.
- In addition, the applicant must also submit, together with this application form, a written submission detailing his/her contributions, achievements and vision in the practice and advancement in the field of FM. This may include participation in statutory Working Groups or consultative committees, membership in various committees of other professional institutes and other professional development activities. The written submission should also elaborate the applicant's experience on the core competence as indicated in the application form and his/her vision on promotion and development in the field of FM.

2.2 Application for the class of **Member (PFM)**:

- At least 21 years of age
- Membership of recognized professional institutions for at least 2 years; or holder of recognized academic qualification with extensive experience on FM and having passed the APC or other assessments as prescribed by the HKIFM.
- Minimum 1 year experience in H.K.
- The applicant must submit, together with this application form, a written submission in around 1,000 words on your reasons for joining the Institute, understanding on the scope of FM, brief background of FM personal work experience and commitment to the field of FM and the Institute.

2.3 Application for the class of **Associate**:

- Associates are holders of recognized academic qualification but without the required work experience. In future, APC will be held to assess the professional competence of Associates, before they are admitted as Member of the Institute.

3. Application fee, annual subscription and queries

- 3.1 All applications must be accompanied with the application fee and the annual subscription. Application fees paid are not refundable. Annual subscription will be refunded to the applicant if the application is refused. Cheques please made payable to 'The HKIFM' crossed account payee only.
- 3.2 Application fee for membership or transfer to different class of membership HK\$500 (non-refundable)
- 3.3 Annual subscription (effective since 1.1.2000) Fellow HK\$1,500 Member HK\$1,000 Associate HK\$800
 - The annual membership fee shall be payable on the 1 July of each calendar year. Any new member who join the Institute on or after the first day of January may only pay half of the prescribed amount of annual membership fee that first time.
- 3.4 All completed applications or queries should be sent by post to the **Director, Committee for Education and Membership, The HKIFM, c/o Suite 2102 Connaught Commercial Building, 185 Wanchai Road, Hong Kong**. Additional and updated information may also be available from the web site of the Institute (<http://www.hkifm.org.hk>).