

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

www.hkifm.org.hk

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

Application for Membership in the class of Student	For Office Use Only Membership No.	
1. 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		
2. Present Employment (if applicable)		
Company Name Company Address Present Position Date Joined (dd/mm/yy)/...../..... Tel. No. Fax No. E-mail Address		
3. Correspondence address (please tick)		
<input type="checkbox"/> Home <input type="checkbox"/> Office <input type="checkbox"/> Others (please specifies)		
4. Academic qualifications (please enclose copy of relevant diplomas/certificates)		
Date (year)	Educational Institute/Country	Award(s)
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6. Previous Employment and Experience (Please list dates (from/to), company names, positions held and nature of duties)

Dates (from/to)	Employers, positions and responsibilities
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7. Registration in formal FM Program/Course (please enclose copy of relevant proof of studentship or complete the endorsement below)

Date (year)	Educational Institute/Country	Title of Program/Course/Award
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Endorsement by the college/institute providing the course (official chop with authorized signature)

8. Applicant's Declaration and Undertaking

I, the undersigned, declare that the particulars given on this form are true and correct in every respect. If approved to be Student 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.

Instructions for application for membership in the class of Student

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, 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 institutions
 - Photocopy of certificates and diplomas for academic qualifications
 - Photocopy of applicant's HKID/Passport
- 2. The applicant is usually a student in a formal academic program/course in Facility Management. An official endorsement from the college/institute **must** be enclosed with the application.

3. Application fees, annual subscriptions and queries

- 3.1 The application fee for membership in the class of Student is waived and the current annual subscription for the class is HK\$300. All applications must be accompanied with the annual subscription. 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 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>).