

香港設施管理學會



c/o 6/F Sitoy Tower, 164 Wai Yip Street, Kwun Tong, Kowloon
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.

[illegible]

6. Professional Qualifications (please enclose copy of relevant diplomas/certificates)		
Professional Body/Country	Class of Membership	Date Admitted
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☐ Pass in HKIFM Assessment of Professional Competence (APC)

☐ Pass in HKIFM Assessment of Professional Competence (APC)[illegible]

Dates (from/to)	Employers, positions and responsibilities ** Note 1
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**** Note 1:** A full CV (please refer to 2.2 of Instructions for application of membership) shall be submitted if the applicant wishes to apply for member through the senior executive route, i.e. for practitioner having at least 12 years of experience on FM with attainment of a high level of competence not less than that of a member and currently holding a senior executive position.

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.																											
Section A ☐ Real estate portfolio management ☐ Maintenance and operations management ☐ Space planning and design management ☐ Project and contract management ☐ Environmental management ☐ Health, safety and physical security management	Section B ☐ Human resources management ☐ I.T. management ☐ The practice of law and local legislation in real estate ☐ Financial management ☐ Logistics management																										
9. Continuing Professional Development (a) Courses and structured studies currently undertaken <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: left;">Course title</th> <th style="width: 30%; text-align: left;">Institution/country</th> <th style="width: 20%; text-align: left;">Duration</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> </tbody> </table> (b) Recent seminars, conferences and symposia attended <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: left;">CPD event/subject</th> <th style="width: 30%; text-align: left;">Country/Location</th> <th style="width: 20%; text-align: left;">Dates</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> </tbody> </table>				Course title	Institution/country	Duration										CPD event/subject	Country/Location	Dates									
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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 *delete where appropriate Date																											

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

Guidance Notes 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
 - Holder of a FM-related degree recognized by the HKIFM with extensive experience on FM and having passed the APC or other assessments as prescribed by the HKIFM; or practitioner having at least 12 years of experience on FM with attainment of a high level of competence not less than that of a member and currently holding a senior executive position and having passed an interview.
 - 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.
 - A full CV shall be submitted if the applicant wishes to apply through the senior executive route, i.e. for practitioner having at least 12 years of experience on FM with attainment of a high level of competence not less than that of a member and currently holding a senior executive position. The Full CV shall include the following:
 - Level of management responsibilities including resources allocation and control (by budget amount or other indicators), size and qualifications of team under your management, level of decision making (whether strategic or routine)
 - Level of seniority (such as senior management team/board of directors of the organizations, or senior position implied by reward structure)
 - Contribution or recognition in the industry (such as position taken up in a professional body, participation in statutory working groups of consultative committee)
- 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 which is non-refundable.
Cheques should be made payable to 'The Hong Kong Institute of Facility Management Limited' 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 1st July of each calendar year. Any new member who join the Institute on or after the first day of January may pay only half of the prescribed amount of annual membership fee for that first payment.
- 3.4 All completed applications or queries should be sent by post to the Director, Committee for Education and Membership, The HKIFM, c/o 6/F Sitoy Tower, 164 Wai Yip Street, Kwun Tong, Kowloon. Additional and updated information may also be available from the web site of the Institute (<http://www.hkifm.org.hk>).