

Mailing Address : P.O.Box 28549, Gloucester Road Post Office, Wanchai, Hong Kong
郵寄地址：香港灣仔告士打道郵政局信箱 28549 號

APPLICATION FOR MEMBERSHIP 入會申請

Applicant Information (please use CAPITAL LETTER) 申請人資料 (請用正楷填寫)

Title 尊稱		Date of Birth 出生日期		Photo 相片
Mr./Mrs./Miss/Dr./Other				
Surname / 姓氏		Given Name / 名字		
/		/		
Marital Status 婚姻狀況		Gender 性別		
Telephone 電話		Email 電郵		
Home 住宅				
Office 公司		Correspondence Address 聯絡地址		
Mobile 手機				
Nationality 國籍				
Passport/HKID No. 身份證件號碼				
How did you know about Hong Kong Institute of Certified Property Managers? 你如何知道香港物業管理師學會？				
<input type="checkbox"/> Friend/Family 朋友/家人		<input type="checkbox"/> Career Fair 職業展覽		<input type="checkbox"/> Internet 網站
<input type="checkbox"/> News/Magazine 報張/雜誌		<input type="checkbox"/> Other 其他		

Academic Information 學歷資料

Name of School/Institute Attended 院校名稱

Highest Qualification Obtained 最高學歷

Year of Obtained 獲取年份

Qualification Information 專業資格資料

Name of Professional Organization 專業團體名稱

Qualification Obtained 專業資格

Year of Obtained 獲取年份

Note: If insufficient space, please use separate sheet. 註：如表格內空位不足，請另紙填寫。

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Work Experience Information 工作經驗資料

Name of Company 公司名稱	Date of Employment 受聘日期
	From 由 To 至

Job Title & Duty 工作職位及職責

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Name of Company 公司名稱	Date of Employment 受聘日期
	From 由 To 至

Job Title & Duty 工作職位及職責

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Name of Company 公司名稱	Date of Employment 受聘日期
	From 由 To 至

Job Title & Duty 工作職位及職責

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Note: If insufficient space, please use separate sheet. 註：如表格內空位不足，請另紙填寫。

DECLARATION 聲明

Personal data collected in this form will only be used for membership application processing. Once the application is accepted by the Institute, the data will be kept as record so long as the applicant maintains his/her membership with the Institute. Personal data of the unsuccessful applicant will be destroyed in twelve months from the date of application.

填寫本申請表內之個人資料只用於處理加入成為本會會員之申請事宜上，一旦申請獲接納，有關資料將被保存直至申請人不再為本會會員止。未獲接納為本會會員之個人資料將於申請日起十二個月後被銷毀。

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I, _____, wish to apply to join the “Hong Kong Institute of Certified Property Managers” as a member. I hereby declare that the information provided on this form is TRUE AND CORRECT and that if approved to membership agree to abide by the rules and by-laws of the Institute and by any amendments which may thereto be made at any time. I agree to the Institute’s access to my personal data and understand there is no breach of the PERSONAL DATA (PRIVACY ORDINANCE) on the Institute’s part as a result of the Institute’s so doing as aforesaid.

本人 _____, 願意申請加入「香港物業管理師學會」成為會員。本人茲聲明在此表格內填寫之資料真實正確，及同意遵守所有會規包括經學會不時通過修改的內容。本人同意貴學會對本人資料進行查閱，及明白此與「個人資料(私隱)條例」並無抵觸。

Signature of Applicant

申請人簽署

Date 日期

Requirement of Membership 會員申請資格

The Institute has strict requirements for admission of members so as to conform to its Memorandum and Articles. Basic requirements for different classes of membership are as follows:

所有入會申請必須符合本學會會綱的要求。會員類別及資格要求如下：

Classes of Membership 會員類別	Annual Fee 年費	Category of Membership 會員類別	Annual Fee 年費
<input type="checkbox"/> Honorary Fellow 名譽資深會員	Waived 豁免	<input type="checkbox"/> Fellow 資深會員	HK\$1,200
<input type="checkbox"/> Ordinary 普通會員	HK\$600	<input type="checkbox"/> Affiliate 附屬會員	HK\$500
<input type="checkbox"/> Associate 副會員	HK\$300	<input type="checkbox"/> Student 學生會員	HK\$200

Note: Please mark “X” in appropriate Class of Memberships . 註：於相關會員類別 標示 “X”。

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1) Honorary Fellow: to be invited by the Council.

名譽資深會員：由本學會邀請。

2) Fellow: to be either invited by the Council to become as such or an Ordinary Member who has been registered as such for five years or above. 資深會員：由本學會邀請或成為本學會普通會員五年或以上。

3) Ordinary Members: any executive who has a minimum of five years' experience in the field of property management is eligible to apply for Ordinary Membership. Every candidate for Ordinary Membership of the Institute shall be proposed by one full Member of the Institute and seconded by two other full Members of the Institute. 普通會員：擁有物業管理行業工作最少五年經驗，及經一位本會正式會員提名與兩位本會正式會員和議。

4) Affiliate: a full Member of one of the other professional bodies as recognized by the Council. 附屬會員：其他本學會認可的專業團體之正式會員。

5) Associate Members: any individual not having the necessary qualification for admission as an Ordinary Member but whose vocational training or profession is related to property 副會員：任何人仕其職業訓練或工作與物業管理有關，但其資格未能符合本學會普通會員入會要求。

6) Student member: a current student enrolled for a property management related course which is approved by the Council.

學生會員：現正修讀本學會認可之物業管理相關課程。

7) The following category of Members shall describe themselves as "Certified Property Managers" and shall be entitled to use the appropriate abbreviated designation after his name as follows: 下列類別會員將被認證為「物業管理師」，可使用指定簡稱：

Category of Members 會員類別	Abbreviated Designation 指定簡稱
Honorary Fellow 名譽資深會員	Hon. F.CPM
Fellow 資深會員	F.CPM
Ordinary 普通會員	M.CPM

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Application Procedure 入會申請步驟

- 1) Complete this Application Form
填妥本人會申請表。
- 2) The following documents must be submitted together with the Application Form:
連同下列文件與申請表一同遞交：
 - a) Copy of Applicant's ID or passport;
申請人身份證或護照影印本；
 - b) A photo sized 2" x 1.5" (please write down the name of Applicant at the back of photo);
一張 2 吋 x 1.5 吋相片 (相片背後寫上申請人姓名)；
 - c) Copies of certificates of academic qualification, professional qualification and employment or practice records;
申請人的學歷證明、專業資格及工作經驗證明副本；
 - d) A crossed cheque made payable to "**Hong Kong Institute of Certified Property Managers Limited**" in the amount of 1 year's membership fee. 支付一年會員年費支票乙張，抬頭寫「香港物業管理師學會有限公司」。
- 3) The Institute reserves its right to accept or refuse any application for membership and is not obliged to provide explanation in any case. 本學會保留接受或拒絕個別會員申請而不作任何解釋之最終權。
- 4) For enquiries, please contact any member of the General Council.
如有查詢，請與本學會任何一位執行委員聯絡。

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Proposer & Seconders 提名及和議會員	Proposer 提名會員	1st Seconder 第一和議會員	2nd Seconder 第二和議會員
Full Name 姓名			
Class 會員分類			
Membership No.會員號碼			
Signature 簽署			
Date 日期			

For Office Use Only 本會專用

Action 程序			Date 日期	Handled by 處理
Date of Application received 申請接獲日期				
Endorsed by Membership Committee 會員小組審核	Pass 支持	Fail 反對		
Endorsed by General Council 執行委員會審核	Pass 支持	Fail 反對		
Notice to Applicant 通知申請人				
Membership Class 會員分類				
Membership No. 會員號碼				
Remarks 備註				