



PRIVATE AND CONFIDENTIAL

APPLICATION FORM FOR PROFESSIONAL ASSESSMENT (PART I)

- Professional Assessment (Part I) is formerly known as **Qualification Examination**.
- Before completing this form, please study carefully the Personal Information Collection Statement (PICS).
- E-mail the completed application form (**fillable version**) to qualification@hkiqep.org with the payment receipt copy.
- An acknowledgement email will be sent to the applicant upon receipt of the application.
- Payment Method: Deposit/Transfer to HKIQEP HSBC Bank
- Fee of Professional Assessment (Part I): HK\$500
- Account Name: Hong Kong Institute of Qualified Environmental Professionals Limited
- Account Number: 848-718524-001
- Additional service fee will be charged for the inter-bank transaction.
- E-mail will be used as primary contact method.
- Any change in contact details and address must be notified promptly to the Institute.

Salutation:	Name in English * (As shown on the HKID)	Last Name	First Name
Name in Chinese (If applicable)			
Date of Birth* (DD/MM/YYYY)			
Hong Kong Identification Card Number*			
Correspondence Address*			
Contact Details			
Mobile*:	Office:	Email*:	
Highest Level of Academic Qualification* (Please specify the program name)			
Name of Current Employer*			
Position Held*		No of Years Working in Environmental Field*	
Your Area of Specialization* (Air/ Environmental Science, Management & Policy/ EIA & HA/ Noise/ Waste/ Water/ Others (Please specify))			

*Required

DECLARATION

- ✓ I declare that the information contained within this application is, to the best of my knowledge and belief, true and correct.
- ✓ I have read and understand the Personal Information Collection Statement (P.2).
- I do not consent to the use of my personal data for direct marketing as referred to in paragraph 6.

Signature: _____
(Please type your full name or add electronic signature)

Date: _____

For Official Use Only

Applicant Number:
Date Received:
Date Acknowledged:
Payment:

PERSONAL INFORMATION COLLECTION STATEMENT FOR HKIQEP PROFESSIONAL ASSESSMENT (PART I) APPLICATION

Introduction

1. HKIQEP is committed to ensuring the privacy and security of personal data it holds. HKIQEP aims to meet the commitment by implementing principles and requirements of the Personal Data (Privacy) Ordinance of the Hong Kong Special Administrative Region.

Collection of Personal Data

2. It is necessary for an applicant for HKIQEP Professional Assessment (Part I) ("Applicant") to provide HKIQEP with personal data as requested in the application form, including but not limited to applicant's name, title, date of birth, Hong Kong identity card number, correspondence address, telephone number, email address. The supply of those personal data is obligatory and HKIQEP may not be able to process the application of an Applicant if such Applicant does not provide it with the personal data requested.
3. If the application is not accepted, all personal data on the application form will be destroyed within 3 months of notifying the applicant.

Purpose of Data Use

4. The personal data of an Applicant will be used for processing of the application.
5. Upon confirmation of results, the personal data of an Applicant may be used further for the following purposes:
 - (a) daily operation of HKIQEP;
 - (b) qualification process and related activities of HKIQEP;
 - (c) preparation and delivery of HKIQEP materials and publications;
 - (d) activities in relation to the HKIQEP's panels and committees;
 - (e) actions in relation to the disciplinary and related proceedings of HKIQEP;
 - (f) determining and collecting amounts owed to or by Members;
 - (g) social or technical functions such as conferences seminars, workshops or other events of HKIQEP.

Use of Data in Direct Marketing

6. HKIQEP intends to use the name, e-mail address and/or correspondence address of an Applicant for the direct marketing of the activities as set out below but HKIQEP may not so use the data of an Applicant unless it has received such Applicant's consent to the intended use:
 - donations and contributions to HKIQEP's activities.
7. An Applicant should tick the box at the statement (P.1) before the signature if he or she does not accept the use of his or her personal data referred to in paragraph 6 for the activities.

Disclosure of Personal Data

8. The personal data of Applicants will be kept confidential and used by HKIQEP only. Personal data of an Applicant collected will not be transferred to any third parties without his or her prior consent.

Data Retention

9. Personal data of an Applicant will be deleted within 3 months after the application if such is unsuccessful.

Commitment to the Data Security

10. HKIQEP uses a variety of physical, technological and organisational means to help protect personal data from unauthorized or accidental access, processing, erasure or other use.

Access to and Correction of Personal Data

11. Each Applicant has a right to request access to and correction of his or her personal data held by HKIQEP. A reasonable fee may be charged for such access or correction. Request for access or correction should be made to writing to Hong Kong Institute of Qualified Environmental Professionals Limited, G.P.O. Box 12309 Central, Hong Kong.