



PRIVATE AND CONFIDENTIAL

APPLICATION TO THE CLASS OF PROFESSIONAL MEMBER

- Before completing this form, please study carefully the Personal Information Collection Statement (PICS) (P.10-11) and HKIQEP Professional Membership Guidelines (P.12-13);
- Step 1: Applicant to e-mail the application form (**Fillable version**) with supporting documents and payment receipt to qualification@hkiqep.org; (Leave columns of supporters' initials/signatures blank)
- Step 2: Applicant to print, sign the application form and solicit support from three members (Professional Member or above) to endorse the application;
- Step 3: All the three supporters should initial the hardcopies of application form (Part B to Part F) and all the supporting documents as true copies;
- Step 4: Applicant to post the completed application package to GPO Box 12309, Central, Hong Kong;
- Acknowledgement email will be sent to the applicant upon receipt of the application package;
- All fields are mandatory;
- Any change in the application package, especially the contact details, must be notified promptly to the Institute.

A. PERSONAL PARTICULARS

**E-mail will be used as primary contact method*

Examination Candidate Number			
Title			
Full Name in English <small>(as shown on identity document)</small>	(Surname)	(Given Names)	
Full Name in Chinese <small>(if applicable)</small>			
Hong Kong Identification Card Number/ Passport Number			
Date of Birth (DD/MM/YYYY)			
Telephone Number	(Office)	(Mobile)	
E-mail			
Correspondence Address			

FOR OFFICIAL USE ONLY

Date Received		Date Acknowledged	
Application Number		Membership Number	
Application Fee		Assessment Fee	

B. MEMBERSHIP OF HKIQEP INSTITUTIONAL PARTNERS

**In reverse chronological order*

**Photocopies of documentary evidence must be submitted and endorsed by the three supporters as true copies*

**Attach additional pages as necessary*

**Refer to <http://hkiqep.org/membership/membership-class/> for recognised membership*

From (MM/YY)	To (MM/YY)	Institutional Partner	Membership Category	Membership Number	Three Supporters' initials

C. ACADEMIC QUALIFICATIONS

**In reverse chronological order*

**Photocopies of documentary evidence must be submitted and endorsed by the three supporters as true copies*

**Attach additional pages as necessary*

Enrolment Date (MM/YY)	Completion Date (MM/YY)	Academic Institution and Country	Degree/Program/Course Full Title	Three Supporters' initials

D. RELEVANT EMPLOYMENT HISTORY

**In reverse chronological order*

**Tick as appropriate*

**Photocopies of documentary evidence must be submitted and endorsed by the three supporters as true copies*

**Provide detailed descriptions*

**Attach additional pages as necessary*

No. of years working in environmental field

From (MM/YY)	To (MM/YY)	Company:	Position Held:	Three Supporters' initials
		Duties, Projects Involved and Your Corresponding Role:		
		<input type="checkbox"/> Full-time		
		<input type="checkbox"/> Part-time		
		<input type="checkbox"/> Tick for Currently Employed		

(Continued)

From (MM/YY)	To (MM/YY)	Company:	Position Held:	Three Supporters' initials
		Duties, Projects Involved and Your Corresponding Role:		
		<input type="checkbox"/> Full-time		
		<input type="checkbox"/> Part-time		
		<input type="checkbox"/> Tick for Currently Employed		

(Continued)

From (MM/YY)	To (MM/YY)	Company:	Position Held:	Three Supporters' initials
		Duties, Projects Involved and Your Corresponding Role:		
		<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time		
		<input type="checkbox"/> Tick for Currently Employed		

E. RELEVANT PROFESSIONAL QUALIFICATIONS

**In reverse chronological order*

**Photocopies of documentary evidence must be submitted and endorsed by the three supporters as true copies*

**Attach additional pages as necessary*

Issue Date (MM/YY)	Expiry Date (MM/YY)	Professional Qualification	Issued By	Three Supporters' initials

F. NOMINATION BY SUPPORTERS

***All three supporters must initial the application form (Part B to Part F) and all copies of documentary evidence as true copies**

We, the undersigned, support the Candidate from personal knowledge as a person worthy of consideration for election to the class of Professional Member. We have endorsed the correctness of those parts of this application which we have identified by our initials.

Supporter 1

Full Name	(Surname)	(Given Names)
HKIQEP Membership Number		
E-mail		
Signature		
Initial		

Supporter 2

Full Name	(Surname)	(Given Names)
HKIQEP Membership Number		
E-mail		
Signature		
Initial		

Supporter 3

Full Name	(Surname)	(Given Names)
HKIQEP Membership Number		
E-mail		
Signature		
Initial		

G. PERSONAL STATEMENT

In less than 500 words, support your application for HKIQEP Professional Membership by providing additional information on your managerial experience, and any/all of the 5 attributes defined in the Assessment Rubric.

PERSONAL INFORMATION COLLECTION STATEMENT FOR HKIQEP PROFESSIONAL MEMBERSHIP 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 membership of HKIQEP ("Applicant") to provide HKIQEP with the personal data as requested in the application form for membership of HKIQEP, including but not limited to applicant's name, title, age, date of birth, Hong Kong identity card number, correspondence address,, telephone number, email address, supporters information for the application, education history, past and present professional experience and responsibilities. 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 of an Applicant is approved and he/she becomes a member of HKIQEP ("Member"), HKIQEP may from time to time require a Member to provide it with updates on the personal data set out in the application form and a declaration of the Continuous Professional Development (CPD) training hours acquired during the membership year. The supply of those additional data by a Member is obligatory and if a Member does not provide HKIQEP with those additional personal data, HKIQEP may not be able to renew or maintain the membership of such Member.
4. If the application of an Applicant is not approved, all personal data as requested in the application form for membership of HKIQEP, will be destroyed within 3 months of notifying the applicant of the results.

Purpose of Data Use

5. The personal data of an Applicant will be used for processing of the membership application
6. Upon confirmation of membership, the personal data of a Member may be used further for the following purposes:
 - (a) daily operation of HKIQEP;
 - (b) maintenance of membership record of HKIQEP;
 - (c) qualification and related activities of HKIQEP;
 - (d) verification of membership of HKIQEP by the public;
 - (e) publication on HKIQEP Membership Directory in any media (e.g. website) of Member's name and HKIQEP membership number only;
 - (f) training and continuing professional development activities of HKIQEP;
 - (g) preparation and delivery of HKIQEP materials and publications;
 - (h) activities in relation to the HKIQEP's panels and committees;
 - (i) actions in relation to the disciplinary and related proceedings of HKIQEP;
 - (j) facilitate communication between members and HKIQEP; and
 - (k) determine and collecting amounts owed to or by Members.

Use of Data in Direct Marketing

7. HKIQEP intends to use the name, e-mail address and/or correspondence address of a Member for the direct marketing of the activities as set out below but HKIQEP may not so use the data of a Member unless it has received such Member's consent to the intended use:
 - (i) donations and contributions to HKIQEP's activities;
 - (ii) social functions of HKIQEP;
8. The personal data of an Applicant will not be used for direct marketing purposes prior to his or her acceptance as a Member.
9. An Applicant should tick the box at the end of this statement before the signature if he or she does not accept the use of his or her personal data referred to in paragraph 7 for the activities as set out in that paragraph once he or she has become a Member.

Disclosure of Personal Data

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

Data Retention

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

12. Personal data of a Member and additional personal data provided by a Member will be erased within 3 months after such person ceases to be a Member.

Commitment to the Data Security

13. 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

14. Each Applicant and Member 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.

To: Hong Kong Institute of Qualified Environmental Professionals Limited

I have read and understood the above Personal Information Collection Statement (PICS).

In the event I am admitted as a Member, I do not consent to the use of my personal data for direct marketing as referred to in paragraph 7.

Signature: _____
(Please type your full name in the fillable version and sign in the hardcopy)

Name: _____

Date: _____

HKIQEP PROFESSIONAL MEMBERSHIP GUIDELINES

I. Applicant for HKIQEP Professional Membership under General Route has to observe the following:-

- (a) Applicant has to pass the valid Qualification Examination set by HKIQEP; and
 (b) Applicant has to be a recognized member of an Institutional Partner; and

Institutional Partners	CIWEM HK	EMAHK	HKIOA	HKIEIA	HKIEPO
Recognised Membership Category	Corporate Member or above	Certified Member or above	Corporate Member or above	Corporate Member or above	Member
*Details please contact the corresponding Institutional Partners *Updated on 6 June 2016					

- (c) Applicant has support from three Professional Members, Founding Fellows or Fellows who personally know the applicant; and
 (d) Applicant has met the requirement of academic qualifications and working experience set by HKIQEP;
- Has obtained a degree in the environmental field acceptable to the Executive Committee; and have post qualification experience of at least five years in the environmental field, at least three years of which was in a position of responsibility in professional work which demands a level of environmental knowledge as shall satisfy the Executive Committee, (provided that relevant higher degrees may be counted towards the five years requirement); or
 - Has satisfied the Executive Committee that he/she possesses an equivalent knowledge in the environmental field considered appropriate by the Executive Committee; and have experience of at least ten years, at least three years of which was in a position of responsibility, in professional work which demands a level of environmental knowledge as shall satisfy the Executive Committee; or
 - Has been an Associate Member for not less than three years, provided that this requirement shall not be applicable before the third anniversary of the incorporation of the Institute; and
- (e) Applicant for Professional Membership meeting all the eligibility criteria will be requested to attend a Professional Assessment which is comprised of an interview and short written test.

II. Process

1. An applicant e-mails the application form (**Fillable version**) with supporting documents and payment receipt to qualification@hkiqep.org.
2. The applicant prints, signs the application form and solicits support from three members (Professional Member or Above) to endorse his/her application.
3. The applicant posts the application package to GPO Box 12309, Central, Hong Kong.
4. Acknowledgement email will be sent to the applicant upon receipt of the application package.
5. The HKIQEP Qualification Panel assesses the application and determines whether the applicant meets the criteria for Professional Assessment.
6. The applicant who meets the criteria will be invited to attend a Professional Assessment

to further verify his/her eligibility to become a Professional Member and required to submit the professional assessment fee.

7. The Assessment Panel conducts the Professional Assessment and makes recommendations to the HKIQEP Executive Committee.
8. The HKIQEP Executive Committee makes the final decision on membership admission.
9. Once accepted, the applicant will be required to submit the annual subscription fee, sign and comply with the HKIQEP Codes of Ethics and Conduct. Failure to abide shall result in appropriate actions presided over by a Disciplinary Panel of HKIQEP.

III. Fee

1. All fees are non-refundable.
2. Payment Method: HSBC Bank Transfer
Account Name: Hong Kong Institute of Qualified Environmental Professionals Limited
(HK INS OF Q E P LTD)
Account Number: 848-718524-001

Descriptions	Amount
Qualification Examination Fee	HKD500
Professional Membership Application Fee	HKD300
Professional Assessment Fee (To be taken upon an professional assessment is granted)	HKD1200
Subscription Fee (To be taken upon successful election)	HKD480

IV. Application Package Checklist

To facilitate your application process, please make sure you have submitted the following items:

Items			
1	Application Form	Required	
2	Qualification Examination Result Notification Email	Required	
3	Signed Personal Information Collection Statement (P.10-11)	Required	
4	Verified HKIQEP Institutional Partner membership evidence	Required	
5	Verified academic qualification evidence	Required	
6	Verified employment evidence	Required	
7	Verified professional qualifications evidence	Required if applicable	
8	Curriculum Vitae / Portfolio	Required	
9	Receipt of Application Fee	Required	

Application form (Part B to Part F) and the supporting documents (Item 4 to Item 8) shall be endorsed by three supporters' initials.