



Environmental Integrity & Excellence

Hong Kong Institute of Qualified Environmental Professionals Limited (HKIQEP)
香港合資格環保專業人員學會有限公司 (香港環專會)

This form must be completed using
Adobe Acrobat or Adobe Reader

PRIVATE AND CONFIDENTIAL AFTER COMPLETION

PROFESSIONAL MEMBERSHIP APPLICATION

Notes:

- Please read the following before completing this form:
 - Personal Information Collection Statement (PICS) (P.10-11)
 - HKIQEP Professional Membership Application Guidelines
(<http://hkiqep.org/wp-content/uploads/2019/04/2019-20-Professional-Membership-Application-Guidelines-revised.pdf>)
 - HKIQEP Professional Membership Application Submission Guide
(<http://hkiqep.org/wp-content/uploads/2018/09/2019-20-HKIQEP-PM-Application-Submission-Guide.pdf>)
- Candidates must notify HKIQEP promptly if there are any changes to the information provided in the application package, especially contact details and current employment status.

A. PERSONAL PARTICULARS

CANDIDATE NUMBER	GENDER
SALUTATION	
SURNAME	GIVEN NAMES (AS PER IDENTITY DOCUMENT)
OTHER NAME (IF APPLICABLE)	FULL NAME IN CHINESE (IF APPLICABLE)

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 types

FROM (MM/YY)	TO (MM/YY)	INSTITUTIONAL PARTNER	MEMBERSHIP CATEGORY	MEMBERSHIP NUMBER	THREE SUPPORTERS' INITIALS

FOR HKIQEP USE ONLY

DATE RECEIVED		DATE ACKNOWLEDGED	
APPLICATION NUMBER		MEMBERSHIP NUMBER	
APPLICATION FEE		PROFESSIONAL ASSESSMENT (PART II) FEE	

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	FULL TITLE OF PROGRAM / COURSE	THREE SUPPORTERS' INITIALS

D. 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	ISSUING AUTHORITY	THREE SUPPORTERS' INITIALS

E. 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

YEARS OF EXPERIENCE IN ENVIRONMENTAL FIELD:

FROM (MM/YY)	TO (MM/YY)	COMPANY	POSITION HELD	THREE SUPPORTERS' INITIALS
		Description of duties, projects involved and your corresponding role:		
CHECK IF CURRENTLY EMPLOYED				
FROM (MM/YY)	TO (MM/YY)	COMPANY	POSITION HELD	THREE SUPPORTERS' INITIALS
		Description of duties, projects involved and your corresponding role:		
CHECK IF CURRENTLY EMPLOYED				

E. RELEVANT EMPLOYMENT HISTORY (CONT'D)

* 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

FROM (MM/YY)	TO (MM/YY)	COMPANY	POSITION HELD	THREE SUPPORTERS' INITIALS
		Description of duties, projects involved and your corresponding role:		
CHECK IF CURRENTLY EMPLOYED				
FROM (MM/YY)	TO (MM/YY)	COMPANY	POSITION HELD	THREE SUPPORTERS' INITIALS
		Description of duties, projects involved and your corresponding role:		
CHECK IF CURRENTLY EMPLOYED				

F. PERSONAL STATEMENT

* Provide additional information on how each attribute of the Evaluation Rubric is met.

* The Evaluation Rubric can be downloaded from <http://hkiqep.org/qualification-process-3/>.

1. Environmental experience and knowledge (300 words limit)

2. Awareness of environmental policy, legislations, and current issues (300 words limit)

3. Management experience (300 words limit)

F. PERSONAL STATEMENT (CONT'D)

* Provide additional information on how each attribute of the Evaluation Rubric is met.

* The Evaluation Rubric can be downloaded from <http://hkiqep.org/qualification-process-3/>.

4. Professional ethics and conduct (300 words limit)

5. Communication skills (300 words limit)

G. AREAS OF SPECIALISATION

* Select all that applies

Air

Environmental Science, Management, and Policy

Please specify:

Environmental Impact Assessment (EIA) and Health Impact Assessment (HA)

Noise

Waste

Water

H. DECLARATION

I declare that the information provided in this application is, to the best of my knowledge and belief, true and correct. I authorize the taking up of any references by the Institute in connection with this application.

SIGNATURE

(Signature required on printed copy only)

FULL NAME OF APPLICANT

DATE

I. NOMINATION BY SUPPORTERS

**All three supporters must initial Parts B to E of this application form as well as all pages 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

HKIQEP MEMBERSHIP NUMBER

EMAIL

SIGNATURE

INITIAL

DATE

SUPPORTER 2

FULL NAME

HKIQEP MEMBERSHIP NUMBER

EMAIL

SIGNATURE

INITIAL

DATE

SUPPORTER 3

FULL NAME

HKIQEP MEMBERSHIP NUMBER

EMAIL

SIGNATURE

INITIAL

DATE

To prevent delays in application processing, applicants are reminded to double-check with the submission checklist in section V of the HKIQEP Professional Membership Application Submission Guide
<http://hkiqep.org/wp-content/uploads/2018/09/2019-20-HKIQEP-PM-Application-Submission-Guide.pdf>

PERSONAL INFORMATION COLLECTION STATEMENT FOR HKIQEP PROFESSIONAL MEMBERSHIP APPLICATION

INTRODUCTION

- a. 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

- b. 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.
- c. 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.
- d. 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

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

USE OF DATA IN DIRECT MARKETING

- g. 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;
- h. The personal data of an Applicant will not be used for direct marketing purposes prior to his or her acceptance as a Member.
- i. 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.

**PERSONAL INFORMATION COLLECTION STATEMENT
FOR HKIQEP PROFESSIONAL MEMBERSHIP APPLICATION (CONT'D)**

DISCLOSURE OF PERSONAL DATA

- j. 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

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

- m. 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

- n. 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 (g) above.

SIGNATURE

(Signature required on printed copy only)

FULL NAME OF APPLICANT

DATE