

B. RELEVANT EMPLOYMENT HISTORY (CONTINUATION PAGE)

NOTE:

- ◆ List in reverse chronological order.
- ◆ Only include relevant employment with EIA experience.
- ◆ Include a brief description for each position in this section and supplement with a detailed CV (refer to requirements on Pages 4).
- ◆ Duplicate this page for additional positions held (add to the final application package in reverse chronological order)

PAST EMPLOYMENT

FROM (YYYY/MM)	TO (YYYY/MM)	COMPANY
		POSITION HELD

Summary of EIA experience:

FROM (YYYY/MM)	TO (YYYY/MM)	COMPANY
		POSITION HELD

Summary of EIA experience:

FROM (YYYY/MM)	TO (YYYY/MM)	COMPANY
		POSITION HELD

Summary of EIA experience:

C. DETAILS OF EIA EXPERIENCE

All applicants are required to select FIVE (5) key EIA projects from their CV and provide the following details:

- ◆ Project name
- ◆ Project duration (from/to)
- ◆ Employer
- ◆ Your roles and responsibilities

Ensure the applicant's name and membership number are on every page of the submission.

D. DECLARATION

I declare that the information provided in this application is, to the best of my knowledge and belief, true and correct.

If elected to be an HKIQEP EIA Expert, I agree to abide by the Code of Ethics and Code of Conduct published on <http://hkiqep.org/codes-of-ethics-and-conduct>. Failure to do so may result in the revocation of my certification and HKIQEP membership.

SIGNATURE

FULL NAME

DATE

APPLICATION INSTRUCTIONS

This section provides instructions on how to complete and submit this application. Refer to <https://hkiqep.org/eia-expert-scheme-details/> for details of the certification schemes.

I. APPLICATION PROCESS

1. Complete the application form – Refer to the next section for specific instructions.
 - ♦ Fill in the application form using Adobe Acrobat. Handwritten applications will not be accepted.
 - ♦ Documentary evidence is required for current employment as detailed in Section B.
2. Print and sign the completed application form.
3. Pay the application fee to HKIQEP's bank account. Refer to the last section for bank details.
4. Complete the online registration page and upload the signed application form, supporting documents, and scanned payment receipt on or before 15 March 2026.
 - ♦ Scan the signed application form, a detailed CV, the specific EIA experience submission, and all supporting documents into ONE file in pdf format.
 - ♦ Scan the payment receipt in a separate file, ensure the applicant's HKIQEP Membership Number and full name are clearly written on it.
 - ♦ Complete the online registration page and upload the files according to the instructions on the online page. The links for the online registration pages can be found on <https://hkiqep.org/eia-expert-scheme-details/>.
5. Upon receipt of the application package, HKIQEP will issue an acknowledgement and a receipt for the application fee by email. This acknowledgement does not signify that the applicant has met all requirements.
6. Applicants who meet the criteria after initial review will be invited to attend an interview in April 2026. Confirmation of interview arrangements, including venue and time, will be sent by email by 31 March 2026.

II. COMPLETING THE APPLICATION FORM

Part A: Personal Particulars

- ♦ HKIQEP Membership Number: The membership number can be found on the HKIQEP website (<http://hkiqep.org/membership-directory/>).
- ♦ Work Experience in EIA: The total number of years the member has worked in EIA.

Part B: Relevant Employment History

- ♦ Only include positions with EIA experience relevant to the scheme being applied to.
- ♦ Summarize the EIA experience for each position in a few sentences and supplement with a detailed CV.
- ♦ Complete as many sheets of Page 2 as required to list all relevant experience. When scanning the application package, be sure to arrange the work experience in reverse chronological order (most recent first).
- ♦ Refer to the HKIQEP EIA Expert Scheme Details and Application Process (<https://hkiqep.org/eia-expert-scheme-details/>) for requirements details.

Part C: Details of EIA Experience

- ♦ All applicants are required to select FIVE (5) key EIA projects from their CV and provide the following details:
 - Project name
 - Project duration (from/to)
 - Employer
 - Your roles and responsibilities
- ♦ Ensure the applicant's name and membership number are on every page of the submission.

Part D: Declaration

- ◆ All applicants must declare the information contained in the application is true and accurate.
- ◆ Applicants should read the HKIQEP Code of Ethics and Code of Conduct via the link provided before completing the declaration.
- ◆ The application package will be reviewed by a review panel prior to confirmation of acceptance to attend the interview.

III. FEE STRUCTURE

1. All fees are non-refundable.

FEES SCHEDULE	FEE (HKD)	PAYMENT DUE
Application Fee	\$500	Before submitting application
Interview Fee	\$1,500	Upon confirmation that applicant has met all requirements
Annual Subscription for EIA Expert	\$800	Upon confirmation of certification

2. Payment to be made directly to the following:

Bank name: HSBC
 Account name: Hong Kong Institute of Qualified Environmental Professionals
 Account number: 853-011534-001
 FPS (Proxy ID): 121034102

3. The applicant's name and membership number must be clearly written on the payment record.