



**PRIVATE AND CONFIDENTIAL**

## APPLICATION TO THE CLASS OF ASSOCIATE MEMBER

- Before completing this form, please study carefully the Personal Information Collection Statement (PICS) and Guidelines.
- E-mail the completed application package to [membership@hkiqep.org](mailto:membership@hkiqep.org) with payment receipt copy.
- Payment Method: Deposit/Transfer to HKIQEP HSBC Bank
- Application Fee: HKD300
- Account Name: Hong Kong Institute of Qualified Environmental Professionals
- Account Number: 853-011534-001
- FPS (Proxy ID): 121034102
- Additional service fee will be charged for the inter-bank transaction.
- E-mail will be used as primary contact method.
- An acknowledgement email will be sent to the applicant upon receipt of the application.
- Any change in contact details and address must be notified promptly to the Institute.

### A. PERSONAL PARTICULARS

***\*All fields are mandatory***

Candidate Number (if applicable)		
Salutation		
Full Name in English (as shown on identity document)	(Surname)	(Given Names)
Full Name in Chinese (if applicable)		
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	
Payment (Application)			

**B. RELEVANT PROFESSIONAL MEMBERSHIP (IF APPLICABLE)***\*In reverse chronological order**\*Photocopies of documentary evidence must be submitted and endorsed by one supporter as a true copy**\*Attach additional pages as necessary*

From (MM/YY)	To (MM/YY)	Relevant Professional Institution	Membership Category	Membership Number	Supporter's initials

**C. ACADEMIC QUALIFICATIONS***\*In reverse chronological order**\*Photocopies of documentary evidence must be submitted and endorsed by one supporter as a true copy**\*Attach additional pages as necessary*

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

**D. RELEVANT EMPLOYMENT HISTORY***\*In reverse chronological order**\*Photocopies of documentary evidence must be submitted and endorsed by one supporter as a true copy**\*Attach additional pages as necessary*

From (MM/YY)	To (MM/YY)	Company	Position Held	Supporter's initials
		Duties		
				<input type="checkbox"/> Tick for currently employed

From (MM/YY)	To (MM/YY)	Company	Position Held	Supporter's initials
		Duties		
				<input type="checkbox"/> Tick for currently employed

## E. RELEVANT PROFESSIONAL QUALIFICATIONS (IF APPLICABLE)

*\*In reverse chronological order*

*\*Photocopies of documentary evidence must be submitted and endorsed by one supporter as a true copy*

*\*Attach additional pages as necessary*

Issue Date (MM/YY)	Expiry Date (MM/YY)	Professional Qualification	Issued By	Supporter's initials

## F. NOMINATION BY SUPPORTER

*\*Delete as appropriate*

I, the undersigned, support the Candidate from personal knowledge as a person worthy of consideration for election to the class of Associate Member. I have endorsed the correctness of those parts of this application and all attachments by my initials.

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

## G. CODE OF ETHICS AND CONDUCT

As a member of HKIQEP, I agree to

- I. Commit to the Values of HKIQEP; and
- II. Abide by the HKIQEP Code of Ethics; and
- III. Comply with the HKIQEP Code of Conduct.

### CODE OF ETHICS

I shall:

1. Hold paramount protection of the public and natural environment by incorporating the best principles for the mitigation of environmental harm and enhancement of environmental quality;
2. Take appropriate measures to avoid damage to the environment and ensure fair use of natural resources taking the needs of a diverse society into account;
3. Practice and encourage others to act in an environmental responsible manner;
4. Not allow my professional judgement, integrity or conduct to be influenced by
  - I. Non-qualified persons in any matters requiring the application of professional knowledge or skill;
  - II. Motives of profit to influence the independent and free exercise of professional judgement;
  - III. A thought-impairing substance;
5. Not engage in illegal activities nor in conduct involving dishonesty, fraud, deceit or misrepresentation or discrimination.

### CODE OF CONDUCT

I shall:

1. Comply with all applicable environmental legislation and standard;
2. Practice and offer services only in the areas I am appropriately qualified, experienced and competent;
3. Offer professional opinions based on adequate knowledge deriving from science, careful deliberation, and honest conviction;
4. Not sign any documents containing matters that are not properly and truthfully represented or personally verified;
5. Maintain and improve my professional competence through continuing professional development activities and endeavor to enrich the body of knowledge in my practice area;
6. Report any possible disciplinary offence to relevant authorities;
7. Support others in their professional development as environmental professionals;
8. Respect and be fair, seek quality assurance of work as appropriate, accept and give honest and fair professional opinion when required, act with integrity, competence, diligence, good faith and in ethical manner with employer, colleagues, clients, and others, give credit where it is due;
9. Fully disclose to the employer, colleagues, clients, community and others on
  - I. Potential situations of conflict of interest;
  - II. Potential consequences if professional decisions or judgements are overruled or disregarded.

Failure to abide by the Code of Ethics and Conduct shall result in appropriate actions presided over by a Disciplinary Panel of the HKIQEP.

By signing this with HKIQEP, I agree to abide by the Code of Ethics and Conduct above.

Signature: \_\_\_\_\_ Name: \_\_\_\_\_ Date \_\_\_\_\_

## H. DECLARATION

I declare that the information contained within 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	
Name of Applicant	
Date	

# HONG KONG INSTITUTE OF QUALIFIED ENVIRONMENTAL PROFESSIONALS (HKIQEP)

## PERSONAL INFORMATION COLLECTION STATEMENT FOR 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 of 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) accreditation 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 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;
  - (k) determine and collecting amounts owed to or by Members; and
  - (l) social functions such as conferences seminars, workshops or other events of HKIQEP.

### 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.
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, G.P.O. Box 12309 Central, Hong Kong.

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\* To: Hong Kong Institute of Qualified Environmental Professionals

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: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

# HKIQEP ASSOCIATE MEMBERSHIP GUIDELINES

## I. Eligibility Criteria

Eligible applicant shall:

1. Have the intention to proceed to become a Professional Member, and
2. Have received a general education approved by the Executive Committee; and either:-
  - have obtained a degree in the environmental field acceptable to the Executive Committee; or
  - have been educated in a discipline related to the environmental field and have supplemented his/her academic qualifications with working and/or research experience in the environmental field for not less than five years.
3. Be supported by one Founding Fellow, Fellow or Professional Member who personally knows the candidate.

## II. Process

1. Email the completed application package to [membership@hkiqep.org](mailto:membership@hkiqep.org) with payment receipt copy.
2. Initial checking would be conducted by the HKIQEP Secretariat on the application.
3. The Membership and Disciplinary Panel reviews and assesses the application, and makes recommendation to the HKIQEP General Council.
4. The HKIQEP General Council makes the final decision on membership admission.
5. Once accepted, applicants will be required to submit annual subscription fee and comply with the HKIQEP Codes of Ethics and Conduct. Failure to abide shall result in appropriate actions presided over by Disciplinary Panel of HKIQEP.

## III. Fee

1. All fees are non-refundable.
2. Payment Method: Deposit/ Transfer to HKIQEP HSBC Account  
Account Name: Hong Kong Institute of Qualified Environmental Professionals  
Account Number: 853-011534-001  
FPS (Proxy ID): 121034102
3. An Associate Member shall pay the relevant annual subscription fee as prescribed by the Executive Committee and fulfil the requirement of continuing professional development from time to time to maintain membership.

	<b>Application Fee</b>	<b>Annual Subscription Fee (To be taken upon successful election)</b>
<b>Associate Member</b>	HKD300	HKD500



#### IV. Application Package Checklist

To facilitate your application process, please make sure you have submitted the following items to [membership@hkiqep.org](mailto:membership@hkiqep.org):

Items			
1	Application Form	Required	
2	Verified academic qualification evidence	Required	
3	Verified employment evidence	Required	
4	Signed Personal Information Collection Statement	Required	
5	Receipt of Application Fee	Required	
6	Professional Assessment (Part I) Result Notification Email *	Required if applicable	
7	Verified Relevant Professional Membership	Required if applicable	
8	Verified professional qualifications evidence	Required if applicable	
9	Curriculum Vitae	Optional	

**All supporting documents shall be endorsed by the supporter's initials.**

*\*Professional Assessment (Part I) is formerly known as Qualification Examination.*