

**THE HONG KONG INSTITUTION OF ENGINEERS  
SCHEME “A” GRADUATE TRAINING /  
FORMAL TRAINING SCHEME TO ASSOCIATE MEMBERSHIP**

**FEE TABLE**

ITEM	DESCRIPTIONS	ASSOCIATED FORM	FEES (HKD)
[1]	Record of Continuing Professional Development*	N/A	\$20
[2]	Training Logbook*	N/A	\$50
[3]	Record of Training Outcomes*	Order Form for Record of Training Outcomes	\$30
[4]	Application for Company Assessment / Re-assessment	TD1	Nil
[5]	Trainee’s Registration – Application Fee#	TD2P	\$500
[6]	Request for Exemption – Administrative Fee	TD3P	\$1,000
[7]	Checking of Academic Qualification for Meeting the Academic Requirement of Graduate Member	TD12P	\$100
[8]	Checking of Eligibility for Registration for Scheme “A” / AM Training in the Discipline		\$500
[9]	Trainee’s Registration – Registration Fee	N/A	\$4,500 <sup>^</sup>
[10]	Late Collection of Training Completion Certificate	N/A	\$150 <sup>^^</sup>
[11]	Replacement of Training Completion Certificate	N/A	\$300 <sup>^^</sup>

Remarks:

- i. All cheques should be crossed and made payable to “The Hong Kong Institution of Engineers” and submitted together with the associated form (if applicable). E-cheques should be submitted to [train@hkie.org.hk](mailto:train@hkie.org.hk) with the scanned copy of the signed forms. Please ensure that there is sufficient fund in the designated bank account to be debited for at least six months from the issuing date of the cheque. Post-dated cheques will not be accepted.
  - ii. For items [5] and [6], trainee’s full name, company name and contact information should be written at the back of the cheques. Separate cheques should be submitted for each TD3. While the application fee is non-refundable and non-transferable, the administrative fee for TD3 will not be processed if the registration is not successful. Receipts for items [5] and [6] are available upon request.
  - iii. Registration Fees will be charged only when the trainees have registered successfully. The HKIE will issue an invoice for the registration fee to the company upon confirmation of registration of the trainees.
  - iv. A printed Order Form must be presented to purchase item [3] Record of Training Outcomes.
  - v. Please do not send cash by post.
  - vi. Please do not staple the cheques.
- \* Training logbooks for trainees are now available for download free-of-charge from the HKIE website: [https://hkie.org.hk/en/quali/training\\_logbooks](https://hkie.org.hk/en/quali/training_logbooks). Hardcopies are available for sale at the HKIE while stocks last.
- # Application Fee for AM Trainees is waived until 31 March 2023.
- <sup>^</sup> The new registration fee (item [9]) will be applied to TD2 forms received on or after 1 April 2022 by the HKIE.
- <sup>^^</sup> The new fees for item [10] and [11] are effective from 1 April 2022.

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