

**Appeal Procedures of Certification of  
Engineering BIM Professional (Eng BIM Pro) and  
Engineering BIM Coordinator (Eng BIM Coord)**

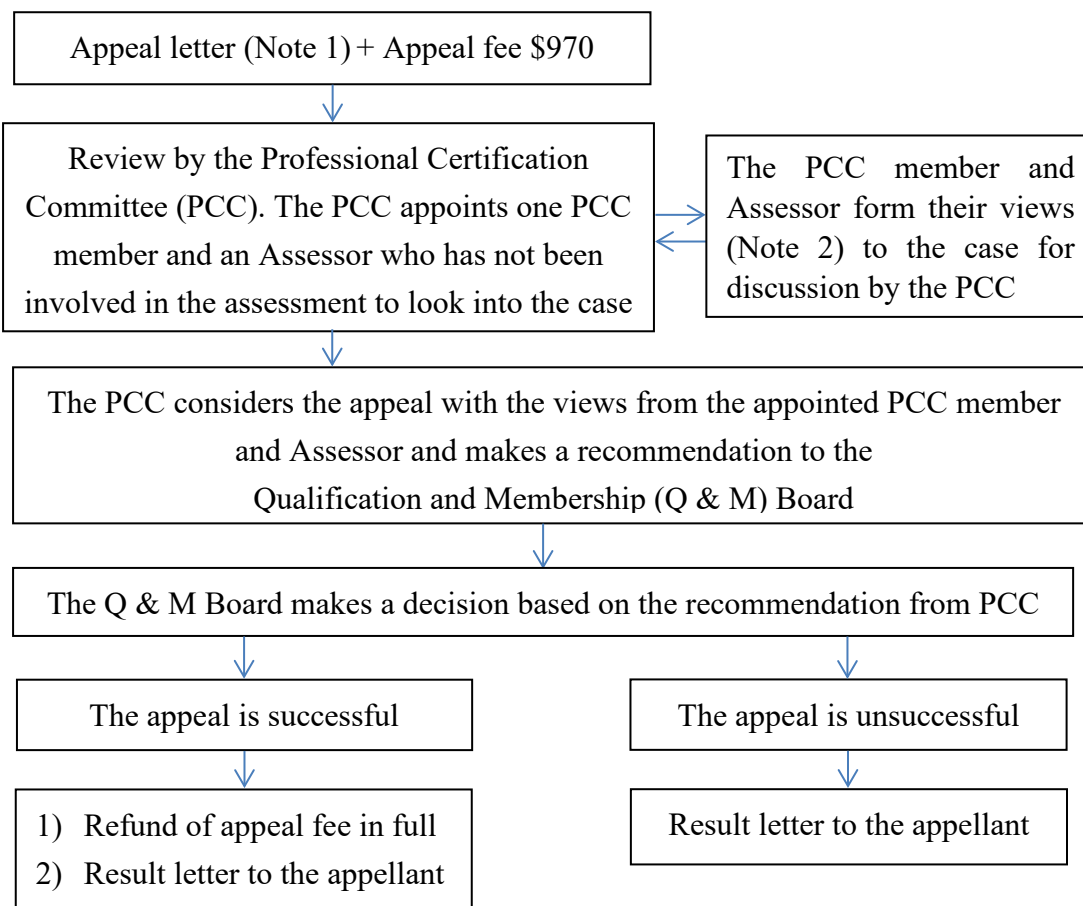
1. Any appeal against the decision involving applications for certification of Engineering BIM Professional (Eng BIM Pro) and Engineering BIM Coordinator (Eng BIM Coord), shall include a letter stating the grounds of appeal and shall be submitted by the appellant to the External Qualifications Section of the HKIE within 14 calendar days of the announcement of results (excluding the day of the announcement).
2. Sufficient evidence shall also be submitted together with the letter of appeal.
3. A fee of HK\$970 shall be required for any appeal against the decision involving applications for certification of Eng BIM Pro and Eng BIM Coord. Such fee shall be deposited together with the appeal letter within the prescribed period, which is refundable if the appeal is successful.
4. The Professional Certification Committee shall review the case and make a recommendation to the Qualification & Membership Board for a decision.

For enquiries, please contact External Qualifications Section at (852) 2830 9098.

***(The following information is applicable to the applicants applying for CCBM/CCBC only)***

1. An applicant of CIC Certified BIM Manager (CCBM)/ CIC Certified BIM Coordinator (CCBC) through the route of Eng BIM Pro/ Eng BIM Coord who is dissatisfied with a decision of the CIC BIM Certification and Accreditation Board (BIMCAB) on certification or renewal or reinstatement of registration, shall follow CIC procedures for appeal.

## Flow Chart for Appeal Procedures of Certification of Engineering BIM Professional (Eng BIM Pro) and Engineering BIM Coordinator (Eng BIM Coord)



### Notes

- 1 The appellant has to submit a written application stating brief grounds of appeal of result within 14 calendar days of the announcement of results (excluding the day of the announcement).
- 2 The appointed PCC member and Assessor shall review the case and make a recommendation to the PCC.



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## PAYMENT FORM

Name : \_\_\_\_\_ Membership No: \_\_\_\_\_

Type of certification/ service applying for: \_\_\_\_\_

**You are deemed to have read and understood the Payment Instructions before submitting this Payment Form.**

DESCRIPTIONS	AMOUNTS (HK\$)
Application fee for	
(i) Certification of Eng BIM Pro (HK\$1,000)	(i)
(ii) Certification of Eng BIM Coord (HK\$500)	(ii)
(iii) Appeal (HK\$970)	(iii)
<b>TOTAL AMOUNT TO PAY</b> ➡	

### **PAYMENT BY VISA OR MASTERCARD**

VISA    MASTERCARD (Other kinds of credit cards are not accepted)

Card Number

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Card Expiry Date: \_\_\_\_\_ (mm/yy) (should be valid for the next six months)

Name of Cardholder: \_\_\_\_\_

Payment (in HK\$): \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note: Payment by Credit Card is preferred.**

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## PAYMENT INSTRUCTIONS

### How to Pay

1. Payment

By Visa or MasterCard

Please provide credit card details by completing the Payment Form.

### Enquiries

2. For enquiries regarding the Payment Form, please contact the External Qualifications Section at 2830 9098.