

## APPLICATION FOR CERTIFICATION OF ENGINEERING BIM COORDINATOR (Eng BIM Coord)

### ▪ IMPORTANT NOTES TO APPLICANTS ▪

1. Please read carefully the “[HKIE Eng BIM Pro and Eng BIM Coord Certification Scheme](#)” PRIOR TO completing this application form.
2. This Application Form together with all necessary supporting documents must be submitted by mail to the External Qualifications Section of the Hong Kong Institution of Engineers or by email to [eq@hkie.org.hk](mailto:eq@hkie.org.hk). If you would like to submit the application by post, please affix **sufficient postage** and provide a **return address** on the envelope. Please state “Private and Confidential - Application for Certification of Eng BIM Coord” on the envelope or email subject. This application form must be submitted together with the documents listed in the Document Checklist of the Application Form. Original certificates or other important documents should **NOT** be sent to HKIE by mail.
3. Each BIM project experience is to be certified by a FHKIE or MHKIE in the employer organisation who has knowledge or understanding of the applicant's work.
4. You are required to send your application **with the required fees** by a crossed cheque made payable to “THE HONG KONG INSTITUTION OF ENGINEERS” or completing the attached payment form for credit card payment.
5. The Secretariat may contact you via email or mobile phone. You are reminded to provide a valid email address and mobile phone number and check your email regularly. Subject to the completeness and quality of the submission, in general you may be notified about the application result in four to six months. You will be notified of the results by mail. **No telephone enquiry about the results will be allowed.**
6. The Hong Kong Institution of Engineers will publish and maintain a public accessible register of the Eng BIM Coord on the HKIE website.
7. FHKIE/ MHKIE/ AMHKIE who is currently a Construction Industry Council (CIC)-Certified BIM Coordinator (CCBC) applying for Eng BIM Coord are required to submit the completed application form together with all necessary supporting documents to the External Qualifications Section of the Hong Kong Institution of Engineers. Interview assessment is necessary unless the Assessors find the applicant has fully satisfied the competencies of an Eng BIM Coord.
8. Under the streamlined procedure for assessment of Eng BIM Coord as CCBC, the application form will be copied to CIC for assessment. You are not required to pay an additional fee to CIC, and you are not required to undergo additional interviews by the CIC BIM Assessment Panel unless there are irregularities in the submissions. CIC will notify you directly upon approving you as a CCBC by the CIC BIM Certification and Accreditation Board (BIMCAB).



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For HKIE Secretariat Use ONLY	
Application No.:	PCCCBIM
Application received on:	
Thru. Q & M:	

## APPLICATION FOR CERTIFICATION OF ENGINEERING BIM COORDINATOR (Eng BIM Coord)

Please fill in all sections unless specifically exempted. Failure to do so will result in the application being delayed/ rejected.

### Section A: Application Type *(Please tick as appropriate)*

#### Engineering BIM Coordinator (Eng BIM Coord)

- I *WISH* to apply for the CCBC together with this application.
- I *DO NOT wish* to apply for the CCBC together with this application.
- I am currently a CCBC.

### Section B: Personal Details

Title: <input type="checkbox"/> Prof <input type="checkbox"/> Dr <input type="checkbox"/> Ir <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms	Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male	HKIE Class of Membership	HKIE Membership No.
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*(Please indicate your name as shown on the H.K.I.D. Card or other identification documents)*

Family Name	Given Name		
Chinese Name <i>(if applicable)</i>	H.K.I.D. Card / Identification Document No.		
Date of Birth (DD/MM/YYYY)	Email		
Correspondence Address			
(Home) Telephone No.	(Work) Telephone No.	Mobile No.	
Company Name			
Position			

**Section C1: BIM Training (applies to applicants who are not currently a CCBC)**

a. Successful completion of a CIC-Accredited BIM Coordinator course

Course Provider	Course Title	Course completion date
Vocational Training Council	Building Information Modelling for BIM Coordinator (CON4185X)	

*(Please fill out b. or c. below as appropriate )*

b. BIM software/platform training course in operation level

For CIC recognised BIM software/platform training course in operation level, please refer to the list of Construction Innovation and Technology Fund (CITF) preapproved BIM Training Course available on website of CITF (<http://www.citf.cic.hk/?route=search>). Skill Level: 2 to 3 is expected (except for the CIC-Accredited BIM Coordinator Course in the list).

From (MM/YY)	To (MM/YY)	Name of Course Provider	Course Name/Awarded Title	Mode of study (Part-time, Full-time, Distance Learning)	Duration (hours)

c. Possession of any certification of BIM software in operation level issued by respective software developers as accepted by CIC

Date (MM/YY)	Certification Body	BIM Software	Certification Description

**Section C2: BIM Software and Platform Training (applies to applicants who are currently a CCBC)**

From (MM/YY)	To (MM/YY)	Name of Course Provider	Course Name/Awarded Title	Mode of study (Part-time, Full-time, Distance Learning)	Duration (hours)
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a. Successful completion of a CIC-Accredited BIM Coordinator course


*(Please fill out b. or c. below as appropriate )*

b. BIM software/platform training course in operation level as recognised by CIC

For CIC recognised BIM software/platform training course in operation level, please refer to the list of Construction Innovation and Technology Fund (CITF) preapproved BIM Training Course available on website of CITF (<http://www.citf.cic.hk/?route=search>). Skill Level: 2 to 3 is expected (except for the CIC-Accredited BIM Coordinator Course in the list).


c. Possession of any certification of BIM software in operation level issued by respective software developers as accepted by CIC

Date (MM/YY)	Certification Body	BIM Software	Certification Description



**Section E: Practical Experience in BIM (in reverse chronological order)**

Applicants should have no less than ONE YEAR of BIM working experience in the past five years (including at least six months in Hong Kong) in feasibility and planning, design, project coordination & administration etc., plus operation of the BIM project CDE, counting up to the application form submission date. Each BIM project experience is to be certified by a FHKIE/MHKIE in your employer organisation who has knowledge or understanding of the applicant's work.

1	<b>BIM Project Name</b>			
	<b>Name of organisation</b>			
	<b>Your Position in this project</b>			
	<b>Duration you worked on this project:</b>			
	From:	(dd/mm/yyyy) to	(dd/mm/yyyy)	<b>Total: ____mths ____days</b>
	<b>Duration you worked on this project in Hong Kong:</b>			
	From:	(dd/mm/yyyy) to	(dd/mm/yyyy)	<b>Total: ____mths ____days</b>
	<b>Mode of employment</b>	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time (Please tick as appropriate)		
	<b>No. of project team members (including the applicant)</b>			
	<b>Scope, responsibilities, and experience gained</b>			
<b>Certified by a FHKIE/ MHKIE in your employer organisation:</b>				
I confirm that (name of applicant: _____) had taken up the BIM projects written above. The descriptions of his/her practical experience in BIM presented above are true and correct.				
<b>Signature of FHKIE/MHKIE</b>		<b>Date</b>		
<b>Name of FHKIE/MHKIE</b>		<b>HKIE Membership no.</b>		
<b>Position &amp; Company</b>				

- Applicant should count only once for experience in overlapping periods.
- Applicant is encouraged to provide additional portfolio to supplement their BIM experience.

**Section E: Practical Experience in BIM (Cont'd) (in reverse chronological order)**

Applicants should have no less than ONE YEAR of BIM working experience in the past five years (including at least six months in Hong Kong) in feasibility and planning, design, project coordination & administration etc., plus operation of the BIM project CDE, counting up to the application form submission date. Each BIM project experience is to be certified by a FHKIE/MHKIE in your employer organisation who has knowledge or understanding of the applicant's work.

<b>2</b>	<b>BIM Project Name</b>			
	<b>Name of organisation</b>			
	<b>Your Position in this project</b>			
	<b>Duration you worked on this project:</b>			
	From:	(dd/mm/yyyy) to	(dd/mm/yyyy)	<b>Total: ____mths ____days</b>
	<b>Duration you worked on this project in Hong Kong:</b>			
	From:	(dd/mm/yyyy) to	(dd/mm/yyyy)	<b>Total: ____mths ____days</b>
	<b>Mode of employment</b>	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time (Please tick as appropriate)		
	<b>No. of project team members (including the applicant)</b>			
	<b>Scope, responsibilities, and experience gained</b>			
<b>Certified by a FHKIE/ MHKIE in your employer organisation:</b>				
I confirm that (name of applicant: _____) had taken up the BIM projects written above. The descriptions of his/her practical experience in BIM presented above are true and correct.				
<b>Signature of FHKIE/MHKIE</b>		<b>Date</b>		
<b>Name of FHKIE/MHKIE</b>		<b>HKIE Membership no.</b>		
<b>Position &amp; Company</b>				

- Applicant should count only once for experience in overlapping periods.
- Applicant is encouraged to provide additional portfolio to supplement their BIM experience.

**Section E: Practical Experience in BIM (Cont'd) (in reverse chronological order)**

Applicants should have no less than ONE YEAR of BIM working experience in the past five years (including at least six months in Hong Kong) in feasibility and planning, design, project coordination & administration etc., plus operation of the BIM project CDE, counting up to the application form submission date. Each BIM project experience is to be certified by a FHKIE/MHKIE in your employer organisation who has knowledge or understanding of the applicant's work.

<b>3</b>	<b>BIM Project Name</b>			
	<b>Name of organisation</b>			
	<b>Your Position in this project</b>			
	<b>Duration you worked on this project:</b>			
	From:	(dd/mm/yyyy) to	(dd/mm/yyyy)	<b>Total: ____mths ____days</b>
	<b>Duration you worked on this project in Hong Kong:</b>			
	From:	(dd/mm/yyyy) to	(dd/mm/yyyy)	<b>Total: ____mths ____days</b>
	<b>Mode of employment</b>	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time (Please tick as appropriate)		
	<b>No. of project team members (including the applicant)</b>			
	<b>Scope, responsibilities, and experience gained</b>			
<b>Certified by a FHKIE/ MHKIE in your employer organisation:</b>				
I confirm that (name of applicant: _____) had taken up the BIM projects written above. The descriptions of his/her practical experience in BIM presented above are true and correct.				
<b>Signature of FHKIE/MHKIE</b>		<b>Date</b>		
<b>Name of FHKIE/MHKIE</b>		<b>HKIE Membership no.</b>		
<b>Position &amp; Company</b>				

- Applicant should count only once for experience in overlapping periods.
- Applicant is encouraged to provide additional portfolio to supplement their BIM experience.

**Section E: Practical Experience in BIM (Cont'd) (in reverse chronological order)**

Applicants should have no less than ONE YEAR of BIM working experience in the past five years (including at least six months in Hong Kong) in feasibility and planning, design, project coordination & administration etc., plus operation of the BIM project CDE, counting up to the application form submission date. Each BIM project experience is to be certified by a FHKIE/MHKIE in your employer organisation who has knowledge or understanding of the applicant's work.

4	<b>BIM Project Name</b>			
	<b>Name of organisation</b>			
	<b>Your Position in this project</b>			
	<b>Duration you worked on this project:</b>			
	From:	(dd/mm/yyyy) to	(dd/mm/yyyy)	<b>Total: ____mths ____days</b>
	<b>Duration you worked on this project in Hong Kong:</b>			
	From:	(dd/mm/yyyy) to	(dd/mm/yyyy)	<b>Total: ____mths ____days</b>
	<b>Mode of employment</b>	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time (Please tick as appropriate)		
	<b>No. of project team members (including the applicant)</b>			
	<b>Scope, responsibilities, and experience gained</b>			
<b>Certified by a FHKIE/ MHKIE in your employer organisation:</b>				
I confirm that (name of applicant: _____) had taken up the BIM projects written above. The descriptions of his/her practical experience in BIM presented above are true and correct.				
<b>Signature of FHKIE/MHKIE</b>		<b>Date</b>		
<b>Name of FHKIE/MHKIE</b>		<b>HKIE Membership no.</b>		
<b>Position &amp; Company</b>				

- Applicant should count only once for experience in overlapping periods.
- Applicant is encouraged to provide additional portfolio to supplement their BIM experience.

**Section E: Practical Experience in BIM (Cont'd) (in reverse chronological order)**

Applicants should have no less than ONE YEAR of BIM working experience in the past five years (including at least six months in Hong Kong) in feasibility and planning, design, project coordination & administration etc., plus operation of the BIM project CDE, counting up to the application form submission date. Each BIM project experience is to be certified by a FHKIE/MHKIE in your employer organisation who has knowledge or understanding of the applicant's work.

<b>5</b>	<b>BIM Project Name</b>			
	<b>Name of organisation</b>			
	<b>Your Position in this project</b>			
	<b>Duration you worked on this project:</b>			
	From:	(dd/mm/yyyy) to	(dd/mm/yyyy)	<b>Total: ____mths ____days</b>
	<b>Duration you worked on this project in Hong Kong:</b>			
	From:	(dd/mm/yyyy) to	(dd/mm/yyyy)	<b>Total: ____mths ____days</b>
	<b>Mode of employment</b>	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time (Please tick as appropriate)		
	<b>No. of project team members</b> (including the applicant)			
	<b>Scope, responsibilities, and experience gained</b>			
<b>Certified by a FHKIE/ MHKIE in your employer organisation:</b>				
I confirm that (name of applicant: _____) had taken up the BIM projects written above. The descriptions of his/her practical experience in BIM presented above are true and correct.				
<b>Signature of FHKIE/MHKIE</b>		<b>Date</b>		
<b>Name of FHKIE/MHKIE</b>		<b>HKIE Membership no.</b>		
<b>Position &amp; Company</b>				

- Applicant should count only once for experience in overlapping periods.
- Applicant is encouraged to provide additional portfolio to supplement their BIM experience.

**Section E: BIM Project Experience in the past five years (Cont'd)**

<b>Total BIM project duration involved</b>	____ Months ____ Days
<b>Total BIM project duration involved in Hong Kong</b>	____ Months ____ Days

## Section F: Competency Statement

*Applicants should write a competency statement not exceeding 2,000 words in total on all core competencies of Eng BIM Coord.*

<b>Core Competency 1</b>	<b>Possess the knowledge and capabilities in their respective engineering disciplines, functioning as an Eng BIM Coordinator in projects to facilitate horizontal coordination of project information between parties and disciplines, as well as vertical coordination between professionals and BIM technicians, across various project stages.</b>
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Please describe below how you have achieved the core competency above, with specific examples from projects you have worked on:

<b>Core Competency 2</b>	<b>BIM Initiation: Ability to describe BIM concept definitions and scope, BIM standards and guidelines in Hong Kong and global contexts.</b>
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<b>Minimum achieved level</b>	<b>Level 2 = Knowledge and understanding of the subject and its application</b>
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Please describe below how you have achieved the minimum level of the core competency above, with specific examples from projects you have worked on:

Guiding questions for reference only:

- Are any local or non-local BIM standards/guidelines being adopted/referenced in this project?
- Are there any open BIM elements in this project? Do you have any involvement in that? If yes, please elaborate.
- From your understanding, do you know how your/your team's deliverables of this project can benefit the whole project-life-cycle of the asset? If not, can you tell how your/your team's deliverables of this project can enhance the communication/collaboration/efficiency/cost efficiency/safety/productivity/quality of any task of this project?
- Please elaborate on other things, if any, that you have demonstrated the required level of the core competency 2 in this project.

**Section F: Competency Statement (Cont'd)**

Applicants should write a competency statement not exceeding 2,000 words in total on all core competencies of Eng BIM Coord.

<b>Core Competency 3</b>	<b>BIM Software and Technologies:</b> <b>Ability to operate BIM software and the modelling process, and describe current and relevant technologies.</b>
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<b>Minimum achieved level</b>	<b>Level 3 = Ability to perform the subject independently or under supervision</b>
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Please describe below how you have achieved the core competency above, with specific examples from projects you have worked on:

Guiding questions for reference only:

- What BIM software(s) have you/your team used for this project?
- What is your thought on the BIM software(s) being chosen in this project, in terms of software strength, and weaknesses? Do you think if there can be a better choice of software for this project if cost is not an issue? Please elaborate.
- Are there any technical challenges on the BIM software aspect of this project? How have you addressed these challenges?
- How you contributed to your team by advising your team members on the usage/application of the BIM software(s) to meet meeting/submission/work/project schedule?
- Please elaborate if there were any technologies being used by you/your team in this project. And if cost is not an issue, what latest/advanced technology would you wish to incorporate in this project to boost productivity?
- Please elaborate on other things, if any, that you have demonstrated the required level of core competency 3 in this project.

<b>Core Competency 4</b>	<b>BIM Uses and Processes:</b> <b>Ability to understand BIM uses, apply BIM software applications, and to execute and administer the responsible BIM tasks for individual or cross-disciplinary BIM project coordination.</b>
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<b>Minimum achieved level</b>	<b>Level 3 = Ability to perform the subject independently or under supervision</b>
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Please describe below how you have achieved the minimum level of the core competency above, with specific examples from projects you have worked on:

Guiding questions for reference only:

- What BIM Uses/Deliverables are responsible by you/your team?
- Please elaborate your involvement in compiling the Employer's Information Requirement (EIR)/Asset Information Requirement (AIR)/BIM Execution Plan (BEP).
- How your involvement in the coordination of the project can benefit the team in maintaining the BIM dataset, monitoring work progress and achieving the BIM Uses/Deliverables mentioned in (3a)?
- Do you have any role in various project meetings related to BIM? How has your involvement enhanced coordination of the project stakeholders?
- Please elaborate on other things, if any, that you have demonstrated the required level of core competency 4 in this project.

**Section F: Competency Statement (Cont'd)**

Applicants should write a competency statement not exceeding 2,000 words in total on all core competencies of Eng BIM Coord.

<b>Core Competency 5</b>	<b>Digital Information Management, Collaboration and Integration:</b> (i) <b>Competency in managing a Common Data Environment (CDE) solution and workflow in the day-to-day project information management process; and</b> (ii) <b>Ability to execute and administer the operation of a CDE and data quality control system for effective use and sharing of digital information in a BIM project.</b>
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<b>Minimum achieved level</b>	<b>Level 3 = Ability to perform the subject independently or under supervision</b>
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Please describe below how you have achieved the core competency above, with specific examples from projects you have worked on:

Guiding questions for reference only:

- How have you maintained the BIM-related data structure (internally or externally) of the project team and how it benefited this project?
- How can your involvement in BIM data exchange (internally or externally) activities help meet or benefit the project flow, meet work schedules and coordinate projects effectively?
- Please elaborate if you were involved in setting up or administering the project CDE. If not, please elaborate how your contribution to the CDE as a user or at other roles benefited this project.
- Please elaborate if you were involved in any task related to BIM data quality control (QC) or BIM data quality assurance (QA) of this project. How you coordinated with the team (internally or externally) to comply with BIM QC/QA of this project and to meet the client's expectation?
- Please elaborate on other things, if any, that you have demonstrated the required level of core competency 5 in this project.

<b>Core Competency 6</b>	<b>Communication Skills:</b> <b>Ability to apply interpersonal and communication skills in meetings, report/ training material writing, etc.</b>
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<b>Minimum achieved level</b>	<b>Level 3 = Ability to perform the subject independently or under supervision</b>
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Please describe below how you have achieved the minimum level of the core competency above, with specific examples from projects you have worked on:

## Section F: Competency Statement (Cont'd)

Applicants should write a competency statement not exceeding 2,000 words in total on all core competencies of Eng BIM Coord.

### Core Competency 7

#### BIM Information Exchange knowledge:

**Ability to handle the exchange of BIM information between parties with an emphasis on quality.**

Please describe below how you have achieved the core competency above, with specific examples from projects you have worked on:

## Section G: Document Checklist

You are required to send the following documents in your application:

- Completed and signed Application Form for Certification of Engineering BIM Coordinator (Eng BIM Coord) (FORM 1/EBC)
- Completion certificate of CIC-Accredited "Building Information Modelling for BIM Coordinator" offered by the Vocational Training Council with content tailor-made for the HKIE members (applies to applicants who are not currently a CCBC)

OR

Completion certificate of a CIC-Accredited BIM Coordinator Course AND the Certificate of CIC-Certified BIM Coordinator (CCBC) (applies to applicants who are currently a CCBC)

- Completion certificate of BIM software/ platform training course in operation level as recognised by CIC, OR possession of any certification of BIM software in operation level issued by respective software developers OR any equivalent as accepted by CIC.

Note: For CIC recognised BIM software/platform training course in operation level, please refer to the list of Construction Innovation and Technology Fund (CITF) preapproved BIM Training Course available on website of CITF (<http://www.citf.cic.hk/?route=search>). Skill Level: 2 to 3 is expected (except for CIC-Accredited BIM Coordinator Course in the list).

- Curriculum vitae
- Proof of three years of full-time relevant work experience (with at least six months stationed in Hong Kong)
- Completed payment form or a cheque for application fee of HK\$500

**Section H: Declarations by Applicant**

1.	I declare that the content of this form and the information provided with this form is true and accurate.
2.	I undertake that, in the event of any change in the above particulars, I will make known the changes, within 30 days from the change take place, in writing to the HKIE Secretariat.
3.	<p>I <input type="checkbox"/># agree / <input type="checkbox"/># do not agree to publish my name, Discipline and type of certification on the register of Eng BIM Coord on HKIE website if my application is approved.</p> <p>I agree CIC to publish my name on the CIC-Certified BIM Coordinators (CCBC) Register on CIC website if my application is approved.</p> <p><b># Please tick as appropriate</b></p>
4.	I understand that the fee paid is non-refundable and non-transferable.
5.	<p>I understand Eng BIM Coord and CCBC are required to observe high standards of professional conduct and ethical behaviour.</p> <p>I consent to the HKIE/CIC making any necessary enquiries for the verification of the information given in this application. I authorise the HKIE/CIC to release any record or information to third parties to confirm my qualification and experience.</p> <p>I understand the HKIE/CIC has the right to reject my application if previously I have violated any code of conduct applicable to me, or have been guilty of misconduct or neglect in a professional respect, or have been convicted of an offence or other deeds that may bring the HKIE/CIC or the BIM profession into disrepute if I am certified under the HKIE BIM Certification Schemes and/or CIC BIM Certification and Accreditation Schemes.</p> <p>I <input type="checkbox"/># have / <input type="checkbox"/># have not been convicted of a criminal offence in Hong Kong or elsewhere of an offence and sentenced to imprisonment, whether suspended or not. ("Conviction" means a finding by the court of guilt and declare that I have not committed misconduct or neglect in a professional respect.</p> <p>I <input type="checkbox"/># have / <input type="checkbox"/># have not been investigated about offences involving bribery, fraud, dishonesty or malfeasance, or been adjudged by a court to be criminally or civilly liable for bribery, fraud, dishonesty or malfeasance.</p> <p>I <input type="checkbox"/># have / <input type="checkbox"/># have not been reprimanded, censured or disciplined by any professional or regulatory authority or disqualified from being registered or certified as a BIM personnel by the CIC or other BIM certification body.</p> <p>I <input type="checkbox"/># have / <input type="checkbox"/># have not had a record of non-compliance with any non-statutory codes, or been censured, disciplined or disqualified by the HKIE.</p> <p>I <input type="checkbox"/># have / <input type="checkbox"/># have not been refused or restricted from the right to carry on any profession for which a specific licence, registration or other authorisation is required by law.</p> <p>I <input type="checkbox"/># have / <input type="checkbox"/># have not been adjudged bankrupt, or served with a bankruptcy petition.</p> <p>I consent to declare any criminal convictions by me within 30 days to the HKIE/CIC.</p> <p><b># Please tick as appropriate</b></p>
6.	I acknowledge that HKIE/CIC has the right to withdraw the Eng BIM Coord/ CCBC granted if I do not meet the corresponding requirements. I understand and agree that HKIE/CIC may investigate the statements I have made with respect to this application, and that I may be subject to disciplinary actions for any misrepresentation (whether fraudulent or otherwise) in this application.
7.	If at any time HKIE/CIC discovers that I have failed to disclose any pertinent information in this form, or that I have provided false information, HKIE/CIC will have the right to terminate my application with immediate effect (with no further obligation to refund any subscription or other fees).

## Section H: Declarations by Applicant (Cont'd)

8. *(The following personal information collection statements are applicable to the applications for CCBC)*

- 1) From time to time, it is necessary for all applicants to supply CIC with data in connection with his/her certification by CIC or his/her application. Failure to supply such data may result in an inability of CIC to process the application for certification or maintain the certification.
- 2) Data relating to an applicant for BIM Coordinator certification will be mainly used for processing of certification applications for the BIM Certification and related matter.
- 3) Other purposes for which data relating to an applicant may be used, in addition to the purposes as stated in paragraph 2 above, are as follows:
  - (a) daily operation of CIC;
  - (b) maintenance of certification records;
  - (c) certification and related activities;
  - (d) verification of certification and discipline status by the public;
  - (e) training and continuing professional development activities;
  - (f) CIC publications (e.g. journal, yearbook, diary, Christmas cards, Chairman's Message, etc.) and delivery of such materials;
  - (g) delivery of other publications;
  - (h) activities and communications (including election materials) relating to CIC;
  - (i) meeting the requirements to make disclosure under any law binding on CIC;
  - (j) any actions in relation to disciplinary and related proceedings;
  - (k) all other incidental purposes relating to the promotional activities of CIC;
  - (l) announcement or publication of certification and discipline status (or any changes thereof) in any media (e.g. newspapers and other publications including CIC's journal, yearbook, diary, website, etc.); and
  - (m) determining and collecting amounts owed to or by an applicant.
- 4) CIC intends to use an applicant's data in direct marketing as follows and CIC requires the applicant's consent (which includes an indication of no objection) for such purpose:
  - (a) data that may be used by CIC for direct marketing is restricted to: name, address and other contact details.
  - (b) the following classes of services, products and subjects may be marketed:
    - (i) donations and contributions to CIC and activities organised or supported by CIC;
    - (ii) conferences, seminars, workshops, talks, events, trips, visits and social functions;
    - (iii) products and services offered by third parties which CIC considers to be of interest to CIC certification holders generally.

If an applicant does not wish CIC to use his/her data for use in direct marketing as described above, the applicant may exercise his/her opt-out right by notifying CIC (please refer to the last paragraph of this section).
- 5) Data held by CIC will be kept confidential but CIC may provide such data to:
  - (a) any agent, contractor or third party service provider who provides administrative, telecommunication, computer or other services to CIC in connection with the operation of CIC;
  - (b) any other person under a duty of confidentiality to CIC.

Such data may be transferred to a place outside Hong Kong.
- 6) In accordance with the terms of the Personal Data (Privacy) Ordinance (PDPO), any applicant for certification has the right to:
  - (a) check whether CIC holds data about him/her and access to such data;
  - (b) require CIC to correct any data relating to him/her which is inaccurate;
  - (c) to ascertain CIC's policies and practices in relation to data and be informed of the kind of personal data held by CIC.
- 7) In accordance with PDPO, data subjects have the right to request to be informed by a data user on whether the data user holds personal data of them and have the right to request to be supplied with a copy of such data. The data user can also impose a fee for such personal data access request with reference to PDPO.

**Section H: Declarations by Applicant (Cont'd)**

8) For access and correction of data, please address enquiries to:

Construction Digitalisation Department – Construction Industry Council  
38/F, COS Centre, 56 Tsun Yip Street  
Kwun Tong  
Kowloon  
Tel: 2100 9000  
Fax: 2100 9090  
E-mail: bimcas@cic.hk

# I confirm that I have read and understood the Policy of Personal Data Protection and consent to the terms set out therein. I also understand that CIC will use the information provided and personal data collected for administration and communication purposes. If my application is successful, my personal data will be retained and used by CIC for the purposes of CIC.

# I do not wish to receive any marketing communication / message from CIC in future. I understand that I will not receive any communication which falls within the scope of use of data in direct marketing as listed in paragraph 4 of this section.

**# Please tick as appropriate**

**Signature of Applicant:** \_\_\_\_\_

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

**Name of Applicant:**

For official use only					
	Date	Staff		Date	Staff
Form Received <sup>^</sup>			Acknowledgement of application form		
Fee Received			Pass to Finance		
Particulars verified			Additional information required		
Other information received			Assessors' declaration of conflict of interest		
Interviewed on			Result received		
PCC endorsement		-	Q&M approval		-
CIC to release result (if applicable)		-	HKIE to release result		
Remarks					
Certification No.					

<sup>^</sup> First vetting to be completed within one month of the date of receipt of the application.

