

APPLICATION FOR RETRIEVING ANSWER SCRIPT AND PROFESSIONAL ASSESSMENT REPORT

Notes to Applicants

- (a) Applicants are allowed to retrieve their answer scripts (writing assessment only) and their last Professional Assessment (PA) report within six months after the release of the result.
- (b) The application fee for retrieving the answer script and PA report is HK\$500 per application.
- (c) Only scanned copies of the answer script and PA report will be provided.
- (d) If the application including the settlement of payment is in order, applicant will be notified to collect the requested documents **within 40 days** counting from the date of receipt of the application by the HKIE.
- (e) Each application is for a PA of one Discipline only.

Discipline of PA attempted: _____

Component of PA[#] (if applicable): Interview Writing Assessment

Date(s) of release of result(s): _____

Personal Details

H.K.I.D. Card / Identification Document No./ HKIE Application No.: _____

Family Name: _____ Given Name: _____

Home Tel: _____ Work Tel: _____

Mobile: _____ Email: _____

Applicant's signature

Date

For Secretariat Use Application received on:
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THE HONG KONG
INSTITUTION OF ENGINEERS
香港工程師學會

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**Application for Retrieving
Answer Script and
Assessment Form of
Professional Assessment:**

HK\$500---

PAYMENT FORM

Name : _____

Application No.: _____

Class of Membership applying for: _____

Discipline (if applicable): _____

Date: _____

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

DESCRIPTIONS	AMOUNTS (HK\$)
(1) Membership Fees (see Table 1)	
(1.1) Application Fee	(1.1)
(1.2) Professional Assessment Fee	(1.2)
(1.3) Entrance/Transfer Fee	(1.3)
(1.4) Subscription Fee	(1.4)
(2) Subscription for HKIE Transactions (see Note 2.1)	(2)
(3) Fund for Learned Society Activities' Premises (see Note 2.2)	(3)
(4) Benevolent Fund (see Note 2.3)	(4)
(5) Individual Assessment for Academic Qualification (see Note 2.4)	(5)
<i>Please refer to the notes stated overleaf</i>	
TOTAL AMOUNT TO PAY (1) ~ (5) ➡	HK\$500---

Please indicate the cheques no. if payment is made by cheques: _____

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 HKD): HK\$500---

Cardholder's Signature: _____ Date: _____

Note: Payment by Credit Card is preferred.

PAYMENT INSTRUCTIONS

Notes

- Members are reminded that all articles of the Constitution must be observed, especially the following:-

Article 11 Membership of Disciplines

Subject to Rules for Disciplines determined by the Council, all registerable Corporate Members and Associate Members of the Institution shall become members of the Discipline in which they are, at the time of election, deemed competent to practise.

Article 12 Conduct of members

(1) To facilitate the advancement of the science of engineering by preserving the respect in which the community holds persons who are engaged in the practice of engineering, every member shall at all times so order his conduct as to uphold the dignity and reputation of the Institution, and act with fairness and integrity towards all persons with whom his work is connected and towards other members.

(2) Every Corporate Members shall at all times so order his conduct as to uphold the dignity and reputation of his profession and to safeguard the public interest in matters of safety and health and otherwise. He shall exercise his professional skill and judgement to the best of his ability and discharge his professional responsibilities with integrity.

(3) For the purpose of ensuring the fulfilment of the requirements of clauses (1) and (2) of this Article, but without prejudice to their generality, the Council may make, vary and rescind rules to be observed by members of any class with regard to their conduct. No such rule, variation or rescission shall be in any way repugnant to the Ordinance or this Constitution.

- Please fill in the amount of your payments for item (1) to (5) in the "Amounts" column of the Payment Form. Details of the payments are itemised below:
 - Fund for Learned Society Activities' Premises - voluntary donation for supporting the fund required for additional premises for learned society activities.
 - Benevolent Fund - voluntary charitable donation
 - Individual Assessment on Academic Qualification - an assessment for candidates who have qualifications other than those directly accepted by the Institution. Individual Assessment fee is currently charged at HK\$1,000.

- Please fill in the "Total Amount to Pay" by adding up the amounts for items (1) to (5) and send the original Payment Form along with the application form.

How to Pay

- Payment

4.1 By Visa or MasterCard

Please provide credit card details by completing the lower part of the Payment Form. Please return the original copy to the HKIE.

4.2 Cheques

Cheques should be crossed and made payable to "The Hong Kong Institution of Engineers". Please mark your membership number at the back of the cheque, where applicable.

4.3 Non-resident members

For non-resident members, payment can be made by bank draft, cheque issued by a bank in Hong Kong or Visa / MasterCard.

Enquiries

- For enquiries regarding the Payment Form, please contact the Membership Section at 2895 4446.