

## **Guidelines for Reinstatement of Membership**

### **1. Introduction**

Article 9(6) of the Constitution of the Institution empowers the Council to make, vary or rescind regulations for reinstatement of the membership of any person who has ceased to be a member as a result of:-

- (a) his own resignation under Article 13(1); or
- (b) his name having been struck off the Roll pursuant to a resolution of the Council by virtue of his failure to pay his annual subscription under Article 13(2).

The following guidelines are formulated to facilitate the assessment of any application for reinstatement of membership.

### **2. Scope of reinstatement application**

- 2.1 Reinstatement of membership is only limited to those who have ceased to be members under any of the circumstances set out in paragraph 1(a) or (b) above.
- 2.2 Any applicant who was formerly a Corporate Member or Associate Member may apply for reinstatement if he has been removed from the Roll for less than 7 years, but not beyond such period.
- 2.3 Any applicant who was formerly a member (other than a Corporate Member or Associate Member) may apply for reinstatement if he has been removed from the Roll for less than 3 years, but not beyond such period.
- 2.4 Any applicant who wishes to apply for reinstatement after the expiry of the applicable period specified in paragraph 2.2 or 2.3 above must submit a fresh application for election to the class of membership.

### **3. Application procedure**

- 3.1 An applicant who applies for reinstatement of membership is required to submit an Application Form, Continuing Professional Development (CPD) Declaration Form (if applicable), Payment Form, and subject to any regulations for reinstatement. The relevant forms could be obtained from the Secretariat. If the applicant's application for reinstatement is in order, it will be forwarded to the Council for approval.
- 3.2 Reinstatement of membership is subject to the payment of the following sums by the applicant:-
  - (a) an administration fee, plus all arrears in subscription. The arrears in subscription shall be subject to a maximum of the three years' subscription prior to the application for reinstatement of membership.

- (b) a non-resident member who applies for the reinstatement of membership as non-resident member shall only be required to pay an administration fee; all arrears in subscription shall be waived.

#### **4. Qualification for reinstatement**

- 4.1 The Institution may require the applicant to produce such documentary proof (as it may require) so that the Institution may be satisfied that the applicant still fulfills or meets the qualifications for the class of membership (as set out in the Constitution) for which he has applied for reinstatement. The applicant who wishes to apply for the reinstatement for his Corporate Membership shall include in his application the preceding one year CPD record in meeting the CPD requirements which stipulated in the “Guidance Notes for Mandatory Continuing Professional Development for Corporate Members (September 2023) (Effective on January 2024)”, the document could be downloaded at the HKIE website ([www.hkie.org.hk](http://www.hkie.org.hk)) under “Members” > “Downloads” > “CPD”.
- 4.2 The Institution may require the applicant to provide any particulars or information relating to his qualification or improper conduct (as appropriate) as it may require. The applicant should aware that any investigation or proceedings relating to any such improper conduct may be re-activated and/or continued against the applicant by the Institution pursuant to Article 13(4)(c) of the Constitution should his membership be reinstated. The applicant should also confirm that he fulfills or meets the qualifications for the class of membership (as set out in the Constitution) for which he hereby applies for reinstatement and no improper conduct (except that provided in Article 13(2) of the Constitution on non-payment of subscription) had been alleged against or committed by him while he was a member.

(Where the masculine gender is used in the text, it is intended that this should embrace both the masculine and feminine genders.)