THE HONG KONG INSTITUTION OF ENGINEERS

# DIVISION MANUAL

October 2026

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# THE HKIE SECRETARIAT

## 1.1 THE HKIE SECRETARIAT

| Section | Telephone No. | Email Address |
|---|---|---|
| Accreditation & Registration | 2830 9026 (Accreditation)<br>2830 9084 (R.P.E. Registration) | accr@hkie.org.hk (Accreditation)<br>erb@hkie.org.hk (R.P.E. Registration) |
| Administration | 2830 9010 | admn@hkie.org.hk |
| Conference & Function | 2830 9019 | conf@hkie.org.hk |
| Corporate Communications | 2830 9061 | corpcom@hkie.org.hk |
| Division & Special Affairs | 2830 9045 | dc@hkie.org.hk |
| External Affairs | 2830 9022 | exaffairs@hkie.org.hk |
| External Qualifications | 2830 9098 (External Qualifications / Structural Examination / Graduate and Student Memberships / Professional Certification) | eq@hkie.org.hk<br>qualifications@hkie.org.hk |
| Finance | 2830 9004 | accfin@hkie.org.hk |
| Information Technology | 2830 9062 | mlssupport@hkie.org.hk |
| Institutional Affairs | 2830 9002 | ia@hkie.org.hk |
| Membership | 2890 2926<br>2830 9069 | member@hkie.org.hk |
| Planning & Programme Development | 2830 9003 | ppd@hkie.org.hk |
| Training & Development | 2890 6373 | train@hkie.org.hk |

## 1.2 ENGINEERS REGISTRATION BOARD

A BILL entitled “Engineers Registration Ordinance 1990” was passed by the Legislative Council on 2 May 1990. The Statement of Proposals to the Legislative Council stated that the main purpose was to protect professional standards in the professions and to provide a guarantee of an individual high professional standard to the industry and to the general public.

The Ordinance provides a framework for setting up a Registration Board for practising engineers in Hong Kong. The Board is independent of both Government and the Hong Kong Institution of Engineers (the HKIE) as the professional body involved. Nevertheless, the HKIE provides the administration of the registration systems for the Engineers Registration Board.

# DIVISIONS

## 2.1 DIVISION RULES

The daily operation of Divisions is governed by the Division Rules (**Appendix 1)**.

As for the Associate Members Committee (AMC), Safety Specialist Committee (SSC) and Young Members Committee (YMC), their operation shall follow the Division Rules, related guidelines approved by the Council as well as their respective Composition and Terms of Reference.

## 2.2 GUIDANCE NOTES ON "DECLARATION OF INTEREST"

Members are requested to declare their interest when specific matters are discussed where he has a direct or personal or pecuniary interest in any matter to be discussed at the Committee meeting. He is required to disclose this interest before discussion begins, and the Chairman shall decide whether that member may remain in the meeting, and if so, whether that member may speak or vote on the matter.

In the event that the Chairman has direct or personal or pecuniary interest in any matter, the Deputy Chairman or another Committee member shall take over the Chairman role and invite the Committee to consider if the Chairman may remain in the meeting for that matter, or speak and/or vote. If the Committee decides that the Chairman shall not remain in the meeting, he shall not vote on the matter and shall not be entitled to a casting vote. In such case, the Deputy Chairman or another Committee member shall preside over the meeting, and shall be entitled to a casting vote in the event of a tied vote.

## 2.3 FORMATION OF NEW DIVISIONS

The Guidelines for Formation of New Divisions is provided in **Appendix 2** for reference.

## 2.4 GUIDELINES FOR CIRCULATION OF ANNUAL GENERAL MEETING RELATED ELECTION MATERIALS

News/information relating to the election at Annual General Meeting (AGM) of Division/AMC/SSC/YMC and the Institution, save the Notices of Meeting of Divisional AGM as stipulated in clauses 10.2(c), 10.2(e), 10.4(b) and 10.4(f) of the Division Rules, would not be accepted for circulation via eNewsletter System of the HKIE. As regards the election materials for elections at the Annual General Meeting, Division/AMC/SSC/YMC may post the election materials of all persons properly nominated for election as Chairman or Ordinary Members of the Committee or Council Member (Division) onto their websites if appropriate. The Guidelines for Circulation of Election Materials of Annual General Meeting of Division/AMC/SSC/YMC by Posting onto the Division's Website is provided in **Appendix 3** for reference.

## 2.5 NOMINATION FOR DIVISION CHAIRMAN/ORDINARY MEMBER

A copy of the Nomination Form for Division Chairman/Ordinary Member is provided in **Appendix 4**.

## 2.6 NOMINATION FOR COUNCIL MEMBER (DIVISION)

A copy of the Nomination Form for Council Member (Division) is provided in **Appendix 5**.

## 2.7 GUIDELINES ON INFORMATION CIRCULATION VIA THE HKIE ENEWSLETTER SYSTEM FOR DIVISIONS/COMMITTEES

The Guidelines on Information Circulation via the HKIE eNewsletter System for Divisions/Committees is provided in **Appendix 6** for reference.

## 2.8 THE HKIE DIVISIONS/COMMITTEES LOGOS

### 2.8.1 Guidelines for the Use of the HKIE Divisions/Committees Logos

The Guidelines for the use of the HKIE Divisions/Committees Logos are provided in **Appendix 7a** for reference.

### 2.8.2 Guidelines for the Creation and Use of the HKIE Divisions/Committees Anniversary Logos

The Guidelines for the creation and use of the HKIE Divisions/Committees Anniversary Logos are provided in **Appendix 7b** for reference.

## 2.9 ABBREVIATIONS OF DIVISIONS, COMMITTEES AND DISCIPLINES

As of the current Session, there is a total of 19 Divisions, 3 Committees and 22 Disciplines under the Institution. For their abbreviations, please refer to **Appendix 8**.

## 2.10 GUIDELINES FOR THE OPERATION OF YOUNG MEMBER GROUPS AND OTHER INTEREST GROUPS UNDER HKIE DIVISIONS/COMMITTEES

The Guidelines for the operation of young member groups and other interest groups is provided in **Appendix 9** for reference.

# EXTERNAL RELATIONS

## 3.1 PUBLIC RELATIONS

### 3.1.1 THE HKIE Logo

**The Coat of Arms**

The Coat of Arms is the official logo of the HKIE. It has been used to represent the Institution since the founding of the HKIE. The Coat of Arms logo has two versions, one with Dragon and Beaver and another simplified one with the Dragon holding a pair of dividers. Both versions are officially adopted by the Institution.

Dragon and Beaver

Dragon

**The New HKIE Logo**

Apart from the existing Coat of Arms logo, a new HKIE logo has been developed for publicity purpose. With a view to enhancing the image of the Institution and the engineering profession as well as in appealing to the younger generation, the new HKIE logo was launched in Session 2011/2012. The new logo guidelines are provided in **Appendix 9**.

For ease of reproduction in printing, it is intended to use the new HKIE logo in ordinary printed matter and backdrop. However, it is not meant to substitute the official Coat of Arms logo viz the Dragon and Beaver as well as the simplified Dragon, which will remain to be used in some selected formal printed matter including prizes and awards, certificates, souvenirs as well as publications and printed matter relating to Constitution, Finance, Membership, Training and CPD.

HK工E THE HONG KONG INSTITUTION OF ENGINEERS 香港工程師學會

The New HKIE Logo

### 3.1.2 Public Statements

(a) Only the President as well as the Chief Executive and Secretary may speak publicly on matters concerning the Institution.
(b) Division Chairmen may speak publicly but only on matters relating directly to their own Division.
(c) Please refer to Media Enquiries Guidelines in 3.1.4 for details of procedure to respond to media enquiries.

### 3.1.3 PR Guidelines for Divisions and Committees

**Types of PR**

The types of PR can generally be classified into

(a) Internal PR - for members

Internal PR activities for members include activities of all Divisions and some Committees such as technical presentations, visits and seminars, meetings of all Divisions, Committees, Boards and the Council, annual events of the Institution such as AGM, Presidential Address, Annual Dinner, the HKIE Awards and Prize Presentation Ceremony, etc.

(b) External PR - without the media

External PR without the media include overseas visits, presentations to external bodies and exhibitions for the general public such as YMC's annual overseas delegation, etc.

(c) External PR - with the media

External PR with the media include all press conference/briefing, information gathering with the media and special functions such as the HKIE Forums that the media is being invited.

**Forms of Notification**

The forms of notification of these PR activities include:

(a) For activities/functions under 3.1.3(a) and 3.1.3(b) above

(i) Notices in the HKIE website and/or as an insert.

(ii) Letter/fax/email/the HKIE eNewsletter to individual members or Local Representatives.

(iii) Invitation of specific members to chair, speak or present by letter/fax/email.

(b) For activities/functions under 3.1.3(c) above

(i) Same as 3.1.3(a) to all relevant members such as Council members, Division Chairmen, Discipline Representatives, Board and Committee Chairmen.

(ii) Invite the media by email and follow up by telephone. Details of the Press Conference/Meeting shall be given. Press release can be provided on spot.

### 3.1.4 Media Enquiries Guidelines

(a) General media enquiries via the HKIE Secretariat

Two major types of enquiries:

(i) Seeking the HKIE views on a particular issue

The official spokesmen, i.e. the President as well as the Chief Executive and Secretary, should be approached first. In the absence of official spokesmen, the SVP, the VPs and the IPP will be responsible.

(ii) Seeking technical/professional comments on a particular incident

The President should be approached first to determine whether to respond to media enquiries or not. Then, the President should assign himself/herself, SVP, VPs, IPP or specialists from Divisions to respond. If the President could not be reached, the Secretariat would contact the SVP, the VPs and the IPP in order of seniority to respond to media.

Note: Individual member who is being invited to provide professional knowledge on specific issues should identify himself/herself as the HKIE representative or his/her capacity in the Institution and should state that the views expressed are his/her personal views only and do not necessarily reflect the opinion of the HKIE. The full name of the Institution (stated below) should be clearly stated while handling any media interview or report related to the Institution.

Chinese – 香港工程師學會
English – The Hong Kong Institution of Engineers

(b) For critical or high impact issues that require timely response and wider publicity, a press conference/briefing should be set up

(i) An appropriate date and time for the press conference should be fixed in consultation with the Executive. The Checklist for Press Conference and the Checklist for Inviting Media to Events and Activities are provided in **Appendix 10** and **Appendix 11** for members' reference.

(ii) The President, the SVP, the VPs, the IPP, the Chief Executive and Secretary and representative(s) from particular Division/Discipline concerned (depending on circumstances) should be the main persons on the panel for presentation at the conference.

(iii) Members of panels for presentation should briefly discuss and agree on a statement or stand point of the HKIE before the conference.

(c) Overall Co-ordination

(i) Official response to media enquiries will be co-ordinated by the Executive Manager - Corporate Communications.

(ii) To maintain a record of media enquiries, spokesman who has been interviewed or provided his/her professional views to the media, either referred by the Secretariat or directly approached by the media, is suggested to complete and return the "Media Enquiries Record" form (**Appendix 12**) to the Secretariat for record.

### 3.1.5 Spokesman's Guidelines

(a) What a spokesman can say

(i) If evidence is available

- The nature of the incident.
- The probable technical reasons for the occurrence.
- What can be done to remedy the situation.
- What contingency measures/plans should be undertaken to minimise inconvenience caused to the public.

(ii) If evidence is not available

- Give your best judgements and qualify them with the need of investigation.

(b) What a spokesman normally cannot say

(i) Speculation on the cause of the incident.

(ii) Anything that indicates or implies liability.

(iii) Financial loss or compensation.

(iv) Things that imply insufficiency/lack of training or know-how.

(v) Institution's position/views on the incident other than official directives as stated in the press release.

(vi) Response to criticism of the public/media.

(c) Some DOs

(i) Be confident, brief and factual in answering.

(ii) Always be polite, calm and cooperative even when criticised, challenged or interrogated.

(iii) Tell the reporter to call the Institution for further details or the Institution's position at a later stage.

(iv) Always keep the Secretariat informed of the latest situation.

(v) Be helpful and offer to follow up if you do not have the answer to a question and make sure you follow through.

(d) Some DON'Ts

(i) Don't go "off-the-record".

(ii) Don't be hostile or defensive.

(iii) Don't take criticism personally.

(iv) Don't incriminate a third party.

(v) Don't admit, deny or imply responsibility for the incident or say anything which may arouse speculation about liability.

(vi) Don't advertise the HKIE as an organisation that would provide free professional service to the public.

(vii) Don't be over cooperative and offer more information than needed without getting the consent from the Secretariat and the Executive, particularly in the case of live broadcast via TV or phone-in radio programme.

(viii) Don't give the impression that engineering risk could ever be avoided completely. (Should go for "As Low As Reasonably Possible")

(ix) Don't use mixed languages in the same answer.

(e) Proper attire

(i) For most of the formal indoor functions unless otherwise specified:
For men: Business suit with necktie (preferably the HKIE tie)
For women: Skirted suit or pants suit with HKIE lady scarf

(ii) For informal outdoor activities such as charity and sports events:
For men/women: Smart casual

(iii) Safety helmets and boots for technical site visits.

(f) Presentation during press conference

(i) Rehearse if press release is available beforehand.

(ii) Stick to the main points, e.g. objectives, recommendations and reasons.

(iii) Try to go bilingual (or later trilingual) as required during presentation and also Q&A. (Answer Cantonese questions in Cantonese only and likewise for others)

(iv) Allow time after presentation for group and separate interviews by the Press.

(v) Remember to "Relax and Smile" (for suitable occasion).

### 3.1.6 Support on External Public Relations

The Secretariat will provide the necessary support to Divisions/Committees' external public relations and presentation materials (leaflets, booklets and the HKIE corporate video, etc.) have been produced and are available upon request.

## 3.2 The HKIE PUBLICATIONS

The Institution publishes the following:

- Annual Report
- Report of Activities
- *Hong Kong Engineer*
- The HKIE Transactions
- The HKIE Yearbook
- The HKIE Diary

### 3.2.1 Submission to *Hong Kong Engineer*

*Hong Kong Engineer* (the Journal) is the monthly journal of the Institution available at **www.hkengineer.org.hk**. The Guidelines for Submission to *Hong Kong Engineer* is provided in **Appendix 13**.

## 3.3 CONFERENCE GUIDELINES

### 3.3.1 Conference Manual

The Conference Manual is a guide for organising Conferences and Events. It serves as a good practice guide for conference organisers. It also defines the authority and the reporting procedure for organising both Institution and Division conferences.

Organisers of seminars and congresses will also find the Manual useful as the Organising Committee structure and planning process will be similar to those for organising conferences. Apart from the authority and the reporting procedures, which should be in line with the HKIE policy, variations from those prescribed for organising conferences might be necessary and would thus be allowed to suit individual events.

The Institution defines conferences as normally: lasting two to five days; having a call for papers which are referred or reviewed on their suitability for publication in 'Conference Proceedings'.

### 3.3.2 The HKIE Policy

The HKIE aims to provide conferences of a high international standard whilst at the same time to ensure that the total event programme is self-financing. To these ends the following objectives shall be met:

(a) All technical papers presented should be of a high standard.
(b) The Conference should be organised to the highest practical quality possible and consistent with the conference objectives.
(c) Conference finance must aim to breakeven.
(d) The HKIE will maintain maximum flexibility for the Organising Committee to achieve the conference objectives.

### 3.3.3 Responsibilities and Accountability

For Institution conferences, the Learned Society Board is responsible for the technical aspect and the professional outcome of the conference whereas the Administration Board is to take care of the resources matters (including finance) of the event. The Organising Committee Chairman should report to the Conference Committee, which is accountable to the Learned Society Board and the Administration Board.

### 3.3.4 Formation of Organising Committee

The Organising Committee Chairman has to be knowledgeable in almost every detail of the conference.

Members of the Organising Committee should support the Chairman with specific expertise and knowledge of the people working in their field. It is more efficient to have sub-committees responsible for different aspects of the conference. The following key areas should be addressed and if necessary the relevant sub-committees may be formed:

(a) Technical Programme
(b) Sponsorship/Exhibition
(c) Publication

(d) Publicity
(e) Social Programme
(f) Finance

Chairmen of respective sub-committees can be nominated and selected from the Organising Committee.

It is suggested that all sub-committees should meet regularly to ensure the smooth planning of conference activities. An External Conference Secretariat may be hired to assist in the organisation of conference when deemed necessary.

### 3.3.5 Link to HKIE Secretariat and other Committees

The Organising Committee of any Institution conference shall liaise with the Conference Committee on all administrative matters through the Executive Manager – Conference & Function and the Chief Executive and Secretary. The Organising Committee must include an HKIE Secretariat member (usually the Executive Manager – Conference & Function) to consult on policy issues and to maintain a continuous link between the Administration Board, Learned Society Board and Conference Committee.

### 3.3.6 Planning and Organising a Conference

The Organising Committee should consider and decide on the following major items:

(a) Venue and Date
(b) Registration Fees and Policy
(c) Conference Language
(d) Publications
(e) Technical Programme
(f) Exhibition
(g) Social Programme
(h) Technical Visits
(i) Accompanying Persons
(j) Insurance Cover
(k) Delegate Questionnaire
(l) Final Review Meeting

### 3.3.7 The HKIE Conference & Function Section

The Conference & Function Section at the HKIE Secretariat can act in the role of a professional conference organiser. The Chief Executive and Secretary as well as the Executive Manager – Conference & Function have a major role to play in the development and organisation of a conference. Their task is to provide the expertise and manpower required in planning, promoting, organising and managing conferences and related events.

Again, it is important to decide which of these services are required. The duties should be clearly defined and agreed between the Conference Organising Committee and the Conference & Function Section so that the manpower and resources can be well planned. An administration fee will be charged to the conference budget to recover the salaries and overhead of the Conference & Function Section based on the services required and the scale of the conference. The services may include:

(a) Secretariat Services
(b) Programme Management
(c) Participant Management
(d) Social Events and Tours
(e) Accommodation and Transportation
(f) Venue/On-site Management
(g) Printing and Production
(h) Finance
(i) Post Conference Reports

Conference Organising Committee that requires services from the Conference & Function Section may fill in the "Request Form for Conference Support Service" (**Appendix 14**), which is also available in the "Conference Manual" and submit it to the Conference & Function Section. For the Conference Charging System and other information, please contact Executive Manager – Conference & Function.

### 3.3.8 Budgetary Guidelines and Representation of the HKIE to International Conference

(a) Purpose

The purpose of this section is to set out some budgetary guidelines for organising conference, where the HKIE is the organiser, to be held either locally or outside Hong Kong.

(b) Budgetary considerations

Apart from the general items which are to be included in the Income and Expenditure Account of an international conference, it is suggested that the following items should also be taken into account when preparing the budget to allow for member(s) of the organising team to attend pre-conference meetings, where necessary, and to the event.

(i) Pre-conference expenses
The Organising Committee of the conference should estimate the expenditure necessary (economy return airfare and accommodation expense) to enable its representative to attend pre-conference meetings to be held outside Hong Kong.

(ii) Registration fees
The Organising Committee should estimate the amount of registration fees to be waived for the organising team.

(iii) Travelling and accommodation expenses (optional)
The Organising Committee should estimate the number of its members whose travelling and accommodation expenses are to be supported. This should be calculated on economy return airfare and accommodation expenses.

(iv) Bidding costs
Bidding costs will only be included where necessary. This shall include

the travelling and accommodation expenses and other incidentals in support of the bidding.

A template setting out the budgetary items is provided in **Appendix 15** for reference.

(c) Representation of the HKIE

As agreed by the Administration Board that, upon invitation, the President, or failing him his delegated representative, should be the official representative of the Institution to international conference(s), either held locally or outside Hong Kong. One further representative may be nominated by the President at his discretion if deemed necessary, subject to availability of fund and the budgetary constraint.

On the basis of this understanding, the Institution will only support the attendance of one official representative to international conference(s) organised by the HKIE in general. Funding for other delegates to the conference should be on a self-financing basis.

## 3.4 Procedures for Responding to Requests for Nominations

The Procedures for Responding to Requests for Nominations is provided in **Appendix 16** for reference.

## 3.5 Procedures for Responding to Requests for Opinions

The Procedures for Responding to Requests for Opinions is provided in **Appendix 17** for reference.

# RESOURCES

## 4.1 FINANCING OF DIVISION

### 4.1.1 Budget and Rules for Accounts

The following items which are for Division Budgets and Accounts are equally applicable to the Young Members Committee, the Associate Members Committee and the Safety Specialist Committee.

**Divisional Budgets**

The budget allowance for each Division is based on the formula: -

$a x number of members + $b

The number of members used for calculation is the estimated number of members in the Division when the budget figures are finalised.

The multiplier $a and the lump sum $b are determined by the Administration Board each year. For information, please contact Senior Executive Manager – Finance & Administration.

### 4.1.2 Rules for Divisional Accounts

(a) Each Division is provided with a **Current Account**, in the name of the Division, e.g. The Hong Kong Institution of Engineers – XXX Division, with the **Hong Kong and Shanghai Banking Corporation**.

(b) A **Savings Account**, also in the name of the Division, may also be provided for use.

(c) Each Division shall nominate **up to four persons to sign**, including the **Division Chairman** and the **Division Honorary Treasurer**.

(d) When the current account is run in conjunction with a savings account, all deposits must be made into the savings account, and all payments be made from the current account. To ensure there are sufficient funds in the current account, appropriate **transfers from savings to current accounts** will be initiated by the Honorary Treasurer of the Division.

(e) **Cash Transactions** are not encouraged. Cash balance must be kept **as low as possible**. All cash **must be deposited** into the bank account at **March 31** each year.

(f) **All payments** are advised to be made by **cheque** from the current account. Only when **really** necessary should cash payments be made.

(g) Cheques for up to $5,000 require only one signature. Cheques for any amount in excess of $5,000 require 2 signatures.

(h) Divisions should request inward payments be made by **crossed cheques/Faster Payment System ("FPS")** to the Division. Cash payments are discouraged. If FPS is used, Divisions should ensure the payers can be identified from each payment, e.g. a unique reference code should be provided to each payer for inputting in each payment transaction.

(i) For the convenience of the participants, especially those from overseas, inward payments to be made by **credit cards** to Divisions are also allowed. Please refer to **Appendix 18** - "Procedures for Divisions to Collect Fees by Credit Cards".

(j) The HKIE **Official Receipts** can be used by each Division on all inward payments. Receipt books can be obtained from Finance Section but the cost is at the expense of respective Division.

(k) Internet banking service is allowed for the Divisions to arrange internal and inter-Division transfer transactions and to check bank balances. Please refer to **Appendix 19** - "Business Internet Banking Services for Divisions and Committees".

(l) Each Division will make a simple **Division Quarterly Report ("Report")** to the HKIE **every 3 months**. The reporting dates are 30th June, 30th September, 31st December and 31st March. It **must** be prepared and signed by the Division Honorary Treasurer and reviewed by the Chairman before being sent out to the Senior Executive Manager – Finance & Administration together with relevant documentations **not later than 18 working days after the reporting date**. The "Report" must be prepared in the prescribed forms as at **Appendix 20**.

(m) The "Report" will contain a Cash Position Summary and analysis of receipt and payment, including which income/expenditure item to be allocated. Moreover, each income must be supported by cheque copies, deposit slips, reply slips or other supporting documents and each payment **must** be supported by **original** invoice. Where no invoices are available, a memo certified by the Chairman is usually acceptable. For net income/expenditure, breakdown for the gross amount has to be provided.

(n) If there is income received from member of the HKIE, the amount from each class of membership has to be provided or at least provide the total amount received from Corporate Members.

(o) For receiving income, especially registration fees, avoid providing account number for the participants to deposit the fees and cheque directly to the Division's bank account via bank counters, because bank charges will be charged for cheque deposit and excess use of bank counter services. Divisions should encourage participants to make payment by cheques/FPS as it will be easier for Divisions to recognise the income from individual participants as well as to minimise the bank charges.

(p) **Current account and statement savings account bank statements** will be sent by the Bank directly to the HKIE HQ. Copies will then be sent to the individual Division's Treasurer for reference.

(q) Those Divisions with **savings accounts** are required to submit copies of relevant pages of the Passbook with the "Report", if applicable.

(r) Based on the "Reports", a **Divisional Income and Expenditure Account (I & E)** will

be prepared by the HKIE HQ. Division Chairman and Treasurer have to sign and return this to the Senior Executive Manager – Finance & Administration. The I&E account is standardised, as shown in **Appendix 21**.

(s) The deadline for submitting the "4th quarter report" is usually earlier than the normal 18 working days in order to cope with the annual audit. The deadline will be announced around February.

(t) After reviewing the "4th quarter report", a set of "End of Year Account" will be prepared by the HKIE HQ and sent to each Division. Each Division will have to sign and complete the "End of Year Account" and nominate two Corporate Members (who are not cheque signatories) to carry out a simple audit and sign a Certificate of Audit. (Note: For AMC, Corporate Members are not required.)

(u) Each Division will then have to return the duly completed "End of Year Account".

(v) **Payment into each Division Account** from the HKIE will be as follows:

| | | |
|---|---|---|
| April | - | 50% of Divisional Budget – Residual of Supplementary Provision for preceding year (if any) |
| September | - | 50% of Divisional Budget + 50% Share of Affiliate Subscription for the preceding year (if any) – 25% surplus exceed allocation for preceding year (if any). |

A statement of allocation will be sent to the Division's Honorary Treasurer for each allocation. A sample of the statement is shown in **Appendix 22**.

(w) Up to **15%** of the following year's Divisional budget **may be paid in advance** to a Division at the discretion of the Executive to provide a 'cushion' at the end of the year in case of need. Applications must be made by the Division's Honorary Treasurer/Chairman to the Senior Executive Manager – Finance & Administration as early as possible.

(x) At the end of each Financial Year, each Division will be **permitted to carry forward any surplus not exceeding 100%** of the budget allocation for that year. In the event of an end-of-year surplus **exceeding 100%** of the budget allocation, **25%** of the amount by which the surplus exceeds 100% of the budget allocation **will be clawed back to the HKIE central funds**. Please also refer to **Appendix 23** - "Guidelines on Returnable Surplus for Divisions".

(y) In the event that funds required for the planned activities of the year of a Division is more than the total of the budget allocation for the year plus 30% of the accumulated surplus of the Division brought forward from last year, the Division can apply for supplementary provisions. Please refer to **Appendix 24** - "The Basis of Supplementary Provisions and the Modus Operandi".

(z) For procurement of goods or services, number of tenders/ quotations are required depending on the contract sum or invoice value as follows:

| Contract/Invoice Amount HKD | No. of Quotation Required |
|---|---|
| <10,000 | 1 |
| 10,000 to <150,000 | 3 |
| 150,000 to 500,000 | at least 4 or tender invitation |
| above 500,000 | Tender invitation required with at least 5 bidders |

(aa) All queries and suggestions on the operation of the Divisional Accounts should be directed to the Senior Executive Manager – Finance & Administration at the HKIE HQ.

### 4.1.3 General Guidelines for Divisional Expenses

#### (a) Meeting cum Dining Expenses

Unless outside guests are invited or in special cases approved by the Division Committee, the HKIE Division funds should normally not be used to pay for the dinner or social functions exclusively attended by Division Members. For specific guidelines on provision of official meals in events or meetings organised by the Institution/Divisions/Committees, please refer to **Appendix 25** - "Hospitality Guidelines for Institution/Divisions/Committees".

#### (b) Purchase of Fixed Assets

Purchase of any fixed assets in excess of HK$10,000 must be approved by the Administration Board of the HKIE. Other fixed assets purchases must be approved by the Division Committee. A copy of the related Division Committee minutes should be submitted to the HKIE for record.

When a new Session starts each year, the outgoing Committee should hand over to the incoming Committee two lists of fixed assets: one of items costing $1,000 to $10,000 and the other for assets above $10,000. This is to ensure continued safe custody of fixed assets.

#### (c) Honorarium for Voluntary Services to Divisions

As it has been the policy of the Institution to give honorarium to members for voluntary services to the Institution, the HKIE Division funds should not be used to provide honorarium for voluntary services rendered by members. For other forms of recognition to members, it should be approved by Division Committee.

#### (d) Donation to Charities by Divisions

The HKIE Division funds should not be used to make donation to charities. In any special event that donation to charities is needed, prior approval from the Division Committee is required.

**(e) Financial Arrangement for Activities Between Divisions/Committees and External Organisations**

To address issues when HKIE Divisions/Committees consider co-organising or supporting activities of other organisation's activities, please make reference to the following guidelines:

(i) Guidelines for HKIE Divisions/Committees as Supporting Organisations of Other Organisation's Activities (**Appendix 26**)
(ii) Guidelines for HKIE Divisions/Committees to Invite Other Organisation as Co-organiser with a Financial Commitment for HKIE Activities (**Appendix 27)**; and
(iii) Guidelines for HKIE Divisions/Committees to invite other Organisations as Co-organiser or Supporter for HKIE Activities (**Appendix 28**).

For **joint events with external organisations**, Divisions/Committees should keep clear and proper records relating to financial arrangement. Please refer to **Appendix 29** "Report Form on Financial Arrangement for Activities Between Divisions/Committees and External Organisations" for filing relevant records with the Institution and a flowchart (**Appendix 30**) for reference when making decisions regarding co-organising or supporting joint activities with external organisations.

### 4.1.4 Divisional Bank Accounts Operation Instructions

**Division with Current Account Only**

(a) Cash cheque can be cashed at any branch.

(b) Deposits can be made at any branch.

(c) Any cheque in excess of HK$5,000 requires **TWO** authorised signatories.

(d) All authorised signatories must be accompanied by the corresponding Division chop.

(e) Prevent signing cheques by only one authorized signatory who is the payee.

(f) Do not issue more than one cheque for settling a single invoice for the purpose of preventing the requirement of signatures by two signatories.

(g) If current account with monthly balance (i.e. rolling average of the last three months) of less than HK$25,000, a bank charge of HK$75 will be deducted from the accounts by Bank. An additional fund allocation of HK$900 (i.e. HK$75x12 months) will be provided to each Division/ Committee / Student Chapter whose bank balance as at the end of March of the year is less than HK$25,000.

(h) Bank counter transactions allowed for all Divisional accounts are 50 transactions in total for each month. From the 51st counter transaction onwards, the charge for each transaction will be HK$10. The paper cheques deposit at the counter will be charged at HK$5 per deposit (regardless of number of cheques). Using bank cheque drop in box or cheque deposit machine to deposit cheque is encouraged for preventing the bank charge.

**Division with Current and Savings Account**

(a) Cash cheque can be cashed at any branch.

(b) Any cheque in excess of HK$5,000 requires **TWO** authorised signatories.

(c) All payments, except the transfer of funds between the accounts of the same Division, must be made through the Current Account **only**.

(d) Adequate amount of funds should be kept in the Current Account when issuing cheques.

(e) No payment, except the transfer of funds between the accounts of the same Division, can be made through the Savings Account.

(f) Any transfer of funds from Savings to Current Account requires two authorised signatories.

(g) All authorised signatories must be accompanied by the corresponding Division chop.

(h) Prevent signing cheques by only one authorized signatory who is the payee.

(i) Do not issue more than one cheque for settling a single invoice for the purpose of preventing the requirement of signatures by two signatories.

(j) If current/savings account with monthly balance (i.e. rolling average of the last three months) of less than HK$25,000, a bank charge of HK$75 will be deducted from the accounts by Bank. An additional fund allocation of HK$900 (i.e. HK$75x12 months) will be provided to each Division/ Committee / Student Chapter whose bank balance as at the end of March of the year is less than HK$25,000.

(k) Bank counter transactions allowed for all Divisional accounts are 50 transactions in total for each month. From the 51st counter transaction onwards, the charge for each transaction will be HK$10. The paper cheques deposit at the counter will be charged at HK$5 per deposit (regardless of number of cheques). Using bank cheque drop in box or cheque deposit machine to deposit cheque is encouraged for preventing the bank charge.

## 4.2 RESOURCES FOR DIVISION

### 4.2.1 The HKIE Premises and Room Bookings

The premises comprise of the offices of the Secretariat, seven meeting rooms and a common area.

### In-house Meeting Facilities

The meeting rooms are:

**9/F**

(a) James Chiu Room – (meeting setting)
(b) Dragages Room – (meeting setting)
(c) James Chiu & Dragages Rooms – (meeting / theatre setting)
(d) ATAL Room – (meeting setting)
(e) Chan Yat Mei Sophie Room – (theatre setting)

**10/F** (meeting setting only)

(f) Chun Wo Room
(g) Hsin Chong Room
(h) Chun Wo & Hsin Chong Rooms
(i) Paul Y Room

Members may make room reservations by using the online room booking system via https://hkie.bookings.one. Please refer to the "Guidelines for Online Room Booking Arrangements" as set out in **Appendix 32** for reference.

| **Charges for Divisions** | ***HK$/hr** |
|---|---|
| **Room charges** | Nil |
| **Overtime for Meeting Assistant** | |
| (8:00 pm to 9:00 pm on weekdays) | 130 |
| (before 1:00 pm on Saturdays) | 130 |
| (after 9:00 pm on weekdays and after 1:00 pm on Saturdays) | 260 |
| **Overtime for IT Support** | |
| (6:00 pm to 9:00 pm on weekdays and before 1:00 pm on Saturdays) | 250 |
| (after 9:00 pm on weekdays and after 1:00pm on Saturdays) | 500 |
| **Air-conditioning** | |
| (after 6:00 pm on weekdays and after 1:00 pm on Saturdays) | 170 |

**Prices are subject to review every year.*

Note:
Chun Wo & Hsin Chong Rooms are available for use to Divisions/Committees during non-opening hours on Saturdays and Sundays on a self-service basis, subject to the following conditions:

(1) The extra services charges for using the rooms can be covered by the revenue generated from the event; and
(2) There is no external venue of lower cost available for the event.

HK$900 per hour will be charged to respective account of Division/Committee for using the rooms. There will be an additional charge for air-conditioning of HK$170 per hour. To submit a booking request or for any reservation enquiries, please contact the Administration Section directly at 2895 4446 or by email at admn@hkie.org.hk.

### 4.2.2 The HKIE Stationery

***The HKIE Letterhead and Envelopes***

All Divisions are requested to use the HKIE letterhead and envelopes in correspondence related to the HKIE matters. The stationery is available upon request from the Administrative Assistant – Administration and the cost is charged to the Divisional Budget.

For the format of Division's Letterhead, please refer to the sample of design as agreed by the Learned Society Board. (**Appendix 33**)

***The HKIE Name Cards***

All name cards must be printed by the HKIE. The Chairmen of Divisions are entitled to have the first 200 name cards free of charge. Additional name cards for Chairmen and members of Division Committees will be provided upon request and the cost will be charged to the account of the respective Division. For the name card printing procedures and the name card charging scale, please refer to the guidelines as set out in **Appendix 34**.

***Labels***

Address labels of Division members can be provided for each Division upon request and the cost will be charged to the respective account of the Division accordingly. Request for Divisional Label Printing Form is available from the Administration Section. Please note that it takes **ten** working days for the labels to be ready upon receipt of the Request Form.

***Printing and Stationery Charges for Divisions***

| **Item** | ***HK$/piece** | **Item** | ***HK$/piece** |
|---|---|---|---|
| Brown envelope (A4 size) | 2.00 | Letterhead | 0.50 |
| Brown envelope (F4 size) | 2.50 | Label | 0.20 |
| Certificate (with the HKIE Logo) (A4 size) | 4.00 | Non-woven Recycle Bag | 7.00 |
| Certificate (with the HKIE Logo) (A3 size) | 8.00 | Photocopy (B/W) | 0.50 |
| | | Photocopy (Colour) | 2.00 |
| Envelope (22mm×11mm) | 0.50 | | |
| Envelope with window (22mm×11mm) | 0.50 | Receipt Book | 25.00 |
| Envelope (A5 size) | 0.50 | Wrapping Paper | 10.00 |

For enquiries, please contact our Administration Section at 2895 4446.

**Prices are subject to review every year.*

### 4.2.3 The HKIE Publications and Souvenirs

The Institution publishes proceedings of conferences and seminars from time to time and also produces a range of souvenirs. They are available for purchase from the HKIE Secretariat. For purchase, please contact our staff at the Reception.

# INSTITUTION'S INSURANCE POLICIES

## 5.1 INSURANCE ARRANGEMENT FOR THE HKIE'S ACTIVITIES

In an effort to further enhance our services to members and in a review of the insurance arrangement for the Institution, the Administration Board decided to take out the Group Personal Accident Insurance and Public Liability Insurance for the activities organised by the Institution and/or Divisions/Committees.

The new insurance arrangement was effective from 17 June 2002. The Group Personal Accident Insurance would cover all the HKIE members, including Honorary Fellows, Fellows, Members, Graduates, Associates, Students, Companions and Affiliates, who participate in activities organised or co-organised by the Institution and/or Divisions/Committees. The Public Liability Insurance would cover all the activities organised or co-organised by the Institution and/or Divisions/Committees.

An information kit on the insurance arrangement is provided in **Appendix 36** for reference. Additional copies of information kit can be obtained from the Senior Executive Manager – Finance & Administration.

# DIVISIONAL ACTIVITIES

*Approved by LSB 5.5.2003*

## 6.1 GENERAL GUIDELINES FOR THE REFERENCE OF ORGANISERS AND PARTICIPANTS OF OUTBOUND ACTIVITIES

Divisions/Committees of the Institution, from time to time, may organise various activities like technical visits, symposia or conferences outside the HKSAR. The following general guidelines are prepared for the reference of members of Divisions/Committees when organising and participating in outbound activities.

**Preparation before trip**

(a) Organiser/Co-ordinator of the outbound activity is advised to provide detailed information on the itinerary and arrangement of the trip to participating members. Participants should read the information before setting off for the trip.

(b) Participants are advised to:
   (i) leave a copy of the itinerary with their families or friends for emergency contact. They are also advised to inform their families or friends on their estimated arrival time to Hong Kong after the completion of the trip and the type of transportation to be taken;
   (ii) take copies of their passports, identity cards, insurance certificates and credit cards and do not keep the copies in the same place as the originals. Leave a copy in their office and at home;
   (iii) take necessary amount of cash for the trip. If traveller's cheques are to be used, keep the serial numbers of the cheques separate from the cheques themselves and leave a copy of the numbers to their families or friends;
   (iv) make out a list of important telephone numbers and addresses for themselves in case of emergency contact; and
   (v) check the weather and hygiene situation of their destination and bring along a first-aid kit and any prescription medicines they require with them.

**Precautions during trip**

(a) Participants are advised to:
   (i) follow the itinerary of the organised trip and avoid leaving the group alone. Upon completion of the organised trip, all participants are advised to return to Hong Kong together with the group;
   (ii) read the fire safety instructions in their hotel rooms and be sure where the nearest fire exits and alternate exits are located;
   (iii) report any personal accident or lost of possessions immediately to the local police. Keep a copy of the police report to facilitate the application of necessary document for return to Hong Kong or indemnity claims;
   (iv) report the accident to the organiser/co-ordinator of the organised trip and the HKIE Secretariat, whenever appropriate, for information or necessary action;
   (v) be accompanied by other participants and keep the important phone list on hand at all times; and
   (vi) be particularly aware of their own safety in crowded areas.

(b) Participants are advised **NOT** to:
   (i) walk alone especially in strange place and after dark;
   (ii) talk to strangers; and
   (iii) show off their money and valuables in public.

**Assistance to Hong Kong Residents on the Chinese Mainland**

Hong Kong residents, who have met with accidents or are arrested or detained for being involved in criminal cases on the Chinese Mainland, may request assistance from the Immigration Department, the Office of the Government of the Hong Kong Special Administrative Region in Beijing, the Economic and Trade Office of the Government of the Hong Kong Special Administrative Region in Shanghai, the Economic and Trade Office of the Government of the Hong Kong Special Administrative Region in Wuhan, the Economic and Trade Office of the Government of the Hong Kong Special Administrative Region in Chengdu or the Economic and Trade Office of the Government of the Hong Kong Special Administrative Region in Guangdong whenever necessary.

Assistance that can be provided by the Government of the Hong Kong Special Administrative Region:

- to issue Entry Permits to Hong Kong residents, who have lost their identity documents on the Chinese Mainland, for their returning to Hong Kong.
- upon receipt of information that serious accidents or casualties have happened to Hong Kong residents, to notify relatives of the parties concerned in Hong Kong and to give advice on the related procedural matters.
- to liaise, on request from the parties concerned, with their relatives and friends in Hong Kong for rendering financial assistance to the parties concerned.
- upon receipt of notification from the law enforcement agencies of the Chinese Mainland regarding the arrest or detention of Hong Kong residents, to pass information to relatives of the parties concerned in Hong Kong.
- to inquire, on request from the relatives and friends of the parties concerned, about the situation of the case involving Hong Kong residents being arrested or detained by the law enforcement agencies of the Chinese Mainland.
- to provide, on request from the parties concerned or their relatives and friends, information on lawyers on the Chinese Mainland.
- to provide any other relevant advisory services.

Assistance that cannot be provided by the Government of the Hong Kong Special Administrative Region:

- to intervene in the judicial system and administrative operations of the Chinese Mainland when providing assistance to Hong Kong residents under the Principle of 'One Country, Two Systems'.
- to shield the unlawful act of the parties concerned or absolve them from criminal liability.
- to get better treatment for the parties concerned in hospitals, under detention or in prison than that provided for Chinese Mainland residents.

- to pay the hotel, legal, medical and travelling expenses or any other bills for the parties concerned.

*<Source: Guide to Assistance Services to Hong Kong Residents in the Mainland, Immigration Department of the Government of the HKSAR, Jun 2024>*

## Assistance to Hong Kong Residents Travelling Outside Chinese Territory

Consular protection and services are important safety measures for Hong Kong residents outside of Chinese territory. Consular protection refers to the situation that the Chinese diplomatic and consular missions in a receiving state will, in accordance with laws and regulations, which mainly include the customary international law principles, relevant international conventions, bilateral treaties or agreements and the relevant laws of China and the receiving state, reflect the request of a Chinese citizen or legal person when his/her legitimate rights and interests are violated in that state and urge the related authorities of that state to handle the issue in a fair and proper way, with a view to protecting the legitimate rights and interests of overseas Chinese citizens or legal persons.

Assistance that can be provided by consular officers:

- to notify your family of the incident or casualties if an accident happens to you.
- to issue travel documents or homeward documents to Chinese citizens who have lost them or without any of them.
- Hong Kong residents who are eligible to apply for the Hong Kong Special Administrative Region Passport or Document of Identity for Visa Purposes may submit their applications and collect the issued travel documents through the Chinese diplomatic and consular missions.
- to visit you at your request when you are under detention, arrest or sentence.
- to recommend lawyers, translators or doctors to you in order to assist you in legal proceedings or in seeking medical treatment.
- to assist you in contacting your family when you are in financial difficulties for timely and necessary financial assistance.
- to provide consultation and necessary assistance for evacuating from a dangerous area in case an unexpected incident takes place in the receiving state.
- to assist you in locating your friends or family members who may be in distress or custody.
- to provide notarial and authentication services for Chinese citizens in accordance with relevant laws and regulations of the People's Republic of China and international treaties; and to handle registration of marriages between Chinese citizens provided that it does not contravene with the laws and regulations of the receiving state.

Assistance that cannot be provided by consular officers:

- not to intervene in the judicial or administrative acts of the receiving state.
- not to partake in the arbitration or settlement of economic, labour and other civil disputes between you and others.
- not to get for you better treatment than what is given to local people when you are under medical treatment, detention or imprisonment.
- not to pay for your legal, translation, medical, hotel and travel (including air/sea/land travel tickets) costs, or any other expenses.
- not to apply for a visa for you.
- not to institute legal proceedings for you.

*<Source: Guide to Consular Services and Protection Outside Chinese Territory, Immigration Department of the Government of the HKSAR, Dec 2023>*

**Useful Contact list:**

**The Government Departments/Offices of the HKSAR**

| Department/Office | Phone/Fax | Address |
|---|---|---|
| Assistance to Hong Kong Residents Unit, Immigration Department of the Government of the HKSAR | Tel: +852 1868*<br>Fax: +852 2519 3536<br>Email: enquiry@immd.gov.hk<br>(*24-hour hotline) | 9/F, Administration Tower, Immigration Headquarters, 61 Po Yap Road, Tseung Kwan O, New Territories, Hong Kong |
| The Office of the Government of the HKSAR in Beijing | Tel: +8610 6657 2880 Ext. 032<br>Fax: +8610 6657 2823<br>Email: bjohksar@bjo-hksarg.org.cn<br>Website: http://www.bjo.gov.hk | No. 71, Di'anmen Xidajie, Xicheng District, Beijing 100009, China |
| Hong Kong Economic and Trade Office of the Government of the HKSAR in Shanghai | Tel: +8621 6351 2233 Ext. 160<br>Fax: +8621 6351 9368<br>Email: enquiry@sheto.gov.hk<br>Website: https://www.sheto.gov.hk | 21/F, The Headquarters Building, 168 Xizang Road (M), Huangpu District Shanghai, 200001, China |
| Hong Kong Economic and Trade Office of the Government of the HKSAR in Wuhan | Tel: +8627 6560 7300 Ext. 7334<br>Fax: +8627 6560 7301<br>Email: enquiry@wheto.gov.hk<br>Website: https://www.wheto.gov.hk | Unit 4303, Tower I, New World International Trade Tower, 568 Jianshe Avenue, Jianghan District, Wuhan, 430022, China |
| Hong Kong Economic and Trade Office of the Government of the HKSAR in Chengdu | Tel: +8628 8208 6660 Ext. 330<br>Fax: +8628 8208 6661<br>Email: general@cdeto.gov.hk<br>Website: https://www.cdeto.gov.hk | 48/F, Office Tower 2, Chengdu IFS, No.1, Section 3 Hongxing Road, Chengdu, 610021, China |
| Hong Kong Economic and Trade Office of the Government of the HKSAR in Guangdong | Tel: +8620 3891 1220 Ext. 638<br>Fax: +8620 3877 0466<br>Email: general@gdeto.gov.hk<br>Website: https://www.gdeto.gov.hk | Flat 7101, Citic Plaza, 233 Tian He North Road, Guangzhou, 510613, China |

*<Source: Immigration Department of the Government of the HKSAR, Dec 2025>*

**Emergency phone number on the Chinese Mainland**

| Service | Phone Number |
|---|---|
| Police | 110 |
| Fire | 119 |
| Ambulance | 120 |
| Traffic Accident | 122 |

*<Source: Hong Kong Economic and Trade Office of the Government of the HKSAR in Shanghai, HKSAR, Dec 2025>*

## 6.2 USE OF THE HKIE LOGO BY DIVISIONS/COMMITTEES CO-ORGANISING/SUPPORTING AN ACTIVITY

When a number of Divisions/Committees are co-organising an activity at the divisional level or co-organising/supporting an event involving an external party, the normal practice of use of logo is to display the name and logo of each of Divisions/Committees involved in the event. In some special cases if Divisions/ Committees wish to use the HKIE logo (instead of logos of individual Divisions/ Committees involved), the guideline provided in **Appendix 37** is to be observed.

## 6.3 REQUIREMENTS UNDER THE TRAVEL INDUSTRY ORDINANCE

Pursuant to the Travel Industry Ordinance (Cap. 634) (the Ordinance), where an offence is alleged against the Institution/Divisions/Committees (the HKIE) qua travel agent, the prosecution must prove that HKIE carries on travel agent business within the statutory meaning (including outbound and/or inbound travel services linked to Hong Kong) and has thereby contravened the relevant provision. Divisions/ Committees are strongly advised to refer to the Ordinance when organising activities that include providing outbound or inbound travel services to confirm licensing and regulatory obligations. The Ordinance and the subsidiary legislation are accessible via the following website: https://www.tia.org.hk/en/compliance/overview/travel-industry-ordinance-and-its-subsidiary-legislation.html. For inquiries on the Ordinance, please contact the Travel Industry Authority at Tel: 3698 5900 or via Email: enquiry@tia.org.hk.

## 6.4 NOTES FOR VISA APPLICATION FOR NON-LOCAL SPEAKERS COMING TO HONG KONG TO DELIVER SPEECHES/PRESENTATIONS

As informed by the Immigration Department, non-local speaker may be required to apply for Entry for Employment as Professionals in Hong Kong. A copy of the Note for Visa Application for Non-local Speakers Coming to Hong Kong to Deliver Speeches/Presentations is provided in **Appendix 38** for reference.

Approved by Council 29.4.1999, 18.5.2000; Amended on 29.6.2000 (SGM); Amended by Learned Society Board 9.10.2000; Approved by Council 16.10.2000; Amended by Learned Society Board 4.12.2000; Approved by Council 12.12.2000; amended by Learned Society Board 9.9.2002; approved by Management Sub-committee 29.10.2002; updated SGM 24.6.2003; approved by Administration Committee 17.11.2003; approved by Council 20.11.2003; updated by Learned Society Board 24.11.2005 (by circulation); amended by Learned Society Board 10.3.2006 (by circulation); approved by Council 16.3.2006; amended by Learned Society Board 13.1.2007; approved by Council 18.1.2007; updated and amended by Learned Society Board 22.1.2007(by circulation); noted by Council 23.1.2007 (by circulation); amended by Learned Society Board 27.4.2009; approved by Council 18.6.2009 (by circulation); approved by Council 20.1.2011; amended by Learned Society Board 5.12.2013; approved by Council 16.1.2014; amended by Learned Society Board 7.9.2015; approved by Council 17.9.2015;amended by Learned Society Board 20.1.2016 (by circulation); approved by Council 21.1.2016; amended by Learned Society Board 28.2.2019; approved by Council 14.3.2019; amended by Learned Society Board 2.11.2022; approved by Council 17.11.2022; amended by Learned Society Board 2.12.2025; approved by Council 15.1.2026

# DIVISION RULES

## 1. DEFINITIONS

In these Rules the following words, unless the context otherwise requires, bear the meanings set against them:

| | | |
|---|---|---|
| Institution | – | The Hong Kong Institution of Engineers. |
| Division | – | A sub-division of the Institution, related to a specific field of interest for learned society or kindred purposes. |
| Ordinance | – | The Hong Kong Institution of Engineers Ordinance (Chapter 1105 of the Laws of Hong Kong) as the same may from time to time be amended, modified or re-enacted. |
| Constitution | – | The Constitution of the Institution for the time being in force. |
| Council | – | The Council of the Institution. |
| Electronic Facility | – | Electronic facility, platform, device, system, procedure or method (including, without limitation, websites, application technology and/or collaboration and any form of conference systems (telephone, video, web or otherwise)) providing an electronic means of attendance at and/or participation in and/or voting at a meeting as determined by the Division Committee. |
| Electronic Voting Facility | – | Any Electronic Facility designated or set up by the Division Committee to vote (including by way of show of hands and/or ballot) during a virtual meeting of the Division Committee, or for any elections on the day of an Annual General Meeting when a decision or order has been made by the Division Committee for convening it by way of a virtual meeting or an election by any Electronic Facility, all having regard to the relevant voting arrangements and requirements provided in the Constitution, provided always that only votes cast via an Electronic Voting Facility by persons present within the geographical boundaries of the Hong Kong Special Administrative Region shall be considered as validly cast. |
| place | – | In relation to any meeting held by way of a physical meeting, the place of the physical meeting or in relation to any meeting held by way of a virtual meeting, the applicable Electronic Facility(ies). |

| | | |
|---|---|---|
| Roll | – | The register as defined under section 2 of the Ordinance and the list of members of the Institution established under Article 10 of the Constitution. |
| virtual meeting | – | A meeting which is held and conducted by virtual attendance and participation by means of an Electronic Facility through which participants of the meeting can each communicate to the others any information or opinions they have on any particular item of the business of the meeting, provided always that attendance of the virtual meeting shall be within the geographical boundaries of the Hong Kong Special Administrative Region. |

In these Rules, the word “year” or “session” shall refer to a period from the closure of an Annual General Meeting of the Institution to the closure of the next succeeding Annual General Meeting, unless the context otherwise requires.

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

Unless the context otherwise requires, references to a person being present at any meeting means that such person is present at a physical meeting or, as the case may be, is present at a virtual meeting via the Electronic Facilities specified by the Division Committee. Accordingly, any references to attending or doing anything at the meeting “in person” and “personally” and references to “attend”, “participate”, “vote”, “elect”, “attending”, “participating”, “voting”, “electing”, “attendance”, “participation”, “election” and any other similar expressions shall be read accordingly.

## 2. AIMS AND ACTIVITIES

The aim of a Division is to advance the objects of the Institution and their application to the various subjects which come within the Division, more specifically to:

(a) promote the general advancement of the science, technology and practice of the Division;

(b) encourage and foster a spirit of friendly collaboration amongst its members and with members of similar institutions, societies or other professional bodies;

(c) facilitate the exchange of information and ideas in relation to the Division; and

(d) contribute to raise the standing of engineers.

A Division shall achieve its aims by carrying out learned society activities in accordance with the requirements of the Division Manual. Divisions shall be subject to regulation by the Learned Society Board.

## 3. CHECKLIST OF DIVISION COMPOSITION AND MEMBERSHIP

(a) Does the Division have sufficient support and interest in sustaining the

population size of Corporate Membership of 200?

(b) Is there involvement from sufficient senior and/or responsible members of the Institution in the Division?

(c) Is there sufficient number of members in the corresponding Discipline? (say, not less than 30)

## 4. STATUS OF A DIVISION

When the aims and activities and membership in an established Division cannot satisfy the checklist for Division stated in Clauses 2 and 3 above, and it is judged by the Learned Society Board that there is no longer sufficient support for the continuance of that Division, the Board may propose to the Council for approval that the Division should be amalgamated with another Division of good standing, or be a Division without a representative in the Council, or be closed down.

## 5. MEMBERSHIP

Individual membership shall be open to any member of the Institution. Membership of the Division shall be deemed to have taken place from the date of inclusion in the Roll. Members may join any number of Divisions, subject to any restrictions which may be in force.

## 6. COUNCIL MEMBER (DIVISION)

6.1 Each Division (other than those referred to in Clause 2.3 of the Guidelines for Formation of New Divisions and Clause 4 above) will have one representative on the Council. The Council Member (Division) will be ex-officio member of the Division Committee and Discipline Advisory Panel. The term of office for a Council Member (Division) shall normally be two years from the Institution's Annual General Meeting immediately following the election and the incumbent shall not be eligible for re-election in the capacity of Council Member (Division) until at least eleven months have elapsed following retirement.[1] Eligible candidate must be:

(a) a Corporate Member of the corresponding Discipline, and
(b) a Corporate Member of the Institution for at least three years, and
(c) (i) a past or current Discipline Representative, or
(ii) a past or current Division Committee member who had or has served on the Division Committee for at least two years.

Any member of the Institution who has served the Council in the current session shall not be eligible to stand for election as Council Member (Division) for the next session until at least eleven months have elapsed following retirement, save as provided for in Clause 6.2 below.

Only Corporate Members and Fellows of the corresponding Discipline of the Division will be eligible to vote on the election of the Council Member (Division)

[1] For the first year of implementation of the new structure, the term of office of Council Members (Division) shall be staggered evenly between two to three years which shall be determined by lot among the Divisions.

at the Division Annual General Meeting.

(Reference Articles of the Constitution: Article 16 (d) and (i).)

6.2 If a casual vacancy shall occur in the office of the Council Member (Division), such vacancy for the remainder of the year left vacant shall be filled by election at the next Division Annual General Meeting. For the purposes of clarification, the incumbent elected to fill such casual vacancy shall be eligible for re-election for Council Member (Division) for another term of service at the next applicable Division Annual General Meeting notwithstanding that a period of eleven months has not elapsed following his retirement from his appointment as Council Member (Division) to fill such casual vacancy.

## 7. COMMITTEE

7.1 The Division Committee shall organise and arrange the activities of the Division and shall meet as often as the business of the Division requires at such times and places as shall be determined by the Committee.

7.2 Each session of the Division Committee shall be from the closure of an Annual General Meeting of the Institution to the closure of the next succeeding Annual General Meeting, and each current Division Committee shall comprise:

(a) a Chairman, elected annually at the last Division Annual General Meeting;

(b) the Immediate Past Chairman;

(c) six to fourteen Ordinary Members of the Committee;

(d) three (unless otherwise approved in accordance with Clause 10.2 (f) below) Ordinary Members of the Committee who are of 40 years of age or below (any registered member of the Division of such age shall hereafter be referred to as a “young Division member”);

(e) ex-officio: one representative of the Associate Members Committee from time to time nominated or replaced by that Committee;

(f) ex-officio: one representative of the Safety Specialist Committee from time to time nominated or replaced by that Committee;

(g) ex-officio: one representative of the Young Members Committee from time to time nominated or replaced by that Committee;

(h) ex-officio: Council Member (Division) (where applicable);

(i) ex-officio: Discipline Representative of the corresponding Division (where applicable); and

(j) up to three Co-opted Members as deemed necessary and co-opted by the Division Committee.

7.3 The Chairman of the Division shall be a Fellow of the Institution in the corresponding Discipline of the Division unless the Learned Society Board

agrees, at its own discretion, to the nomination of or the filling of a casual vacancy under Clause 7.7(a) by a Fellow of the Institution outside the corresponding Discipline of the Division, or a Member of status it considers equivalent to a Fellow. He shall be elected annually, but shall not be barred from further re-election either as Chairman or as Division Committee Member. The Chairman shall, however, not hold office as Chairman continuously for more than two years.

The Honorary Officers of a Division shall all be Corporate Members in the corresponding Discipline of the Division unless the Division does not have a corresponding Discipline. At the first Division Committee meeting of any session, which shall be held not later than four weeks after the Institution's Annual General Meeting, the Committee shall elect the following Honorary Officers from among Committee Members referred to in Clause 7.2(c) to (j):

(a) a Deputy Chairman;
(b) an Honorary Secretary;
(c) an Honorary Treasurer.

7.4 (a) Subject to and in connection with Clause 7.2(c) above, the Division Committee shall determine the number of Ordinary Members of the Committee for the next session. Every registered member of the Division shall have the right to stand for the election for the Ordinary Members of the Division Committee. Such Ordinary Members of the Division Committee shall be elected by the members of the Division at the Division Annual General Meeting for a period of up to three years. A number nearest to, but not more than a third of the Ordinary Members under Clause 7.2(c) above in the outgoing session shall retire each year. The Ordinary Members to retire shall be those who have been longest in office in the outgoing session and shall include those who resign from the Division Committee voluntarily.

(b) Every registered member of the Division who is a young Division member shall have the right to stand for the election for the Ordinary Members of the Division Committee under Clause 7.2(d) above. Such Ordinary Members of the Division Committee shall be elected by the members of the Division at the Division Annual General Meeting for a period of up to three years.

(c) Retiring Ordinary Members under Clause 7.2(c) or (d) above, if eligible, may offer themselves for re-election for another term of service. An Ordinary Member is normally required to retire after two consecutive terms in office and only under exceptional circumstances as determined by the Division Committee may he serve one more term so that a maximum of three consecutive terms in the capacity of Ordinary Member of the Committee may be served. A retiring Ordinary Member who has ceased to be a young Division member is not eligible for re-election under Clause 7.2(d) above.

7.5 (a) Only a young Division member may be co-opted to fill any casual vacancy occurring in the post under Clause 7.2(d) above.

(b) Once a young Division member has been elected or co-opted for the post of the Ordinary Member of the Division Committee under Clause 7.2(d) above for any year, he shall serve as an Ordinary Member of 40 years of

age or below and notwithstanding he may become above 40 years of age during his term of office, he shall still be deemed as a young Division member during his term for the purposes of determining any compliance with Clause 7.2(d) above.

(c) For the purposes of clarification, it is understood that nothing in Clause 7.5 shall prevent any young Division member from being elected to fill the vacancy of any Ordinary Member under Clause 7.2(c) or co-opted as a Division Committee pursuant to other provisions of these Rules.

7.6 Any member of the Institution may be co-opted by the Division Committee under Clause 7.2(j) above and the term of office for each Co-opted Member shall normally be for up to one year to be determined by the Committee upon his co-option, although he may be eligible for a successive co-option for up to one further year.

7.7 Except for the offices set out in Clause 7.2(e) to (i) above, any casual vacancy which may occur on the Division Committee shall be filled in accordance with the following requirements:

(a) If a casual vacancy shall occur in the office of the Chairman, it shall be filled by the Committee as soon as practicable by appointing the Deputy Chairman for the time being and who is able and willing to serve the Committee as the new Chairman, provided that any Chairman so appointed shall hold office for the remainder of the term left vacant.

(b) If a casual vacancy shall occur in the office of the Deputy Chairman, it shall be filled by the Committee as soon as practicable by appointing the Honorary Secretary for the time being or if he is unable or unwilling to serve the Committee as the new Deputy Chairman, then the Honorary Treasurer as the new Deputy Chairman, provided that any Deputy Chairman so appointed shall hold office for the remainder of the term left vacant.

(c) If a casual vacancy shall occur in the office of the Immediate Past Chairman, it shall be filled by the Committee as soon as practicable by appointing a most recent Past Chairman who is able and willing to serve the Committee as the new Immediate Past Chairman, provided that any Immediate Past Chairman so appointed shall hold office for the remainder of the term left vacant.

(d) If a casual vacancy shall occur in any other office, or if a casual vacancy cannot be filled in the manner as specified in Clause 7.7(a), (b) or (c) above, the Division Committee may fill any such vacancy on the Committee that may arise in such manner as the Division Committee deems fit provided that only a young Division member may be co-opted for any casual vacancy occurring in the post under Clause 7.2(d) above. Such Committee Members as co-opted shall serve to the end of the remainder of the year left vacant.

(e) Members appointed to fill such vacancies shall have full voting rights on the Division Committee.

For the purposes of clarification, where there is any restriction on the number of terms or years for any incumbent to serve as a Member of or

on any post of the Division Committee, such restriction shall not apply to the time during which he was co-opted or elected to fill any casual vacancy which may occur on the Committee.

7.8 The continuing Division Committee Members may act notwithstanding any vacancies in the Committee, provided that if the number of Division Committee Members shall be reduced below the quorum necessary for Committee meetings, the continuing Division Committee Members may act for the purpose of filling vacancies in their body but for no other purpose.

7.9 A Division Committee Member shall vacate his office if (a) he becomes bankrupt or of unsound mind or resigns his office by notice in writing to the Honorary Secretary or if he ceases for any reason to be a member of the Institution, or (b) he is absent from more than three consecutive meetings of the Committee without giving adequate reason to the satisfaction of the Committee and the Committee may, by a resolution passed at a meeting of the Division thereupon resolves that he has vacated office.

7.10 Representatives of student organisations may be invited as observers to the Committee.

7.11 Nominations for Chairman and Ordinary Members and co-options shall be arranged to create the optimum representation of the various employment sectors within the Division.

7.12 The Division Committee shall prepare a draft annual report, which shall be approved at the Division Annual General Meeting.

7.13 The Chairman, or failing him the Deputy Chairman, or failing him the Immediate Past Chairman, shall preside as chairman at every Division Committee meeting. If none of them is present within thirty minutes from the time appointed for holding any such meeting, the Committee Members present shall choose a Committee Member to act as chairman of that meeting.

7.14 At any Division Committee meeting, each Committee Member shall have one vote and the decision of the Division Committee shall be by simple majority of the Committee Members present and voting in favour of the decision (i.e. more than half of the total number of votes for and against any proposal). In the event of a tied vote, the chairman of the Committee meeting shall have a second or casting vote.

## 8. QUORUM

8.1 The quorum for Division Committee meetings shall be four Corporate Members.

8.2 The quorum for General Meetings, i.e. Division Annual General Meetings and Special General Meetings, shall be ten or one hundredth of the Division voting membership excluding fractions, subject to a maximum of 50, whichever is greater.

8.3 If a quorum for any General Meeting is not present within thirty minutes from the time appointed for General Meeting, it shall stand adjourned to such place and time and date within the next ten calendar days as determined by the

Division Committee. The revised place, time and date for the adjourned General Meeting shall be notified to members of the Division by being published on the Institution's website and (where available) the Division's website. No other notification of any kind is required to be issued to the members of the Division on the adjourned General Meeting. If at the adjourned General Meeting a quorum is not present within thirty minutes from the time appointed for such General Meeting, the members of the Division present shall be a quorum.

## 9. FINANCE

Each Division shall receive a yearly allocation of funds for which it is responsible. The funds shall be managed through a Division Account. The detailed rules for the operation of the account are stipulated in the Division Manual.

## 10. MEETINGS

10.1 Chairman and Honorary Secretary

The Chairman of all meetings shall normally be the incumbent Chairman of the Division.

The Honorary Secretary of a Division or his representative shall attend each Committee meeting and General Meeting of that Division in order to compile records of each such meeting and General Meeting.

10.2 Division Annual General Meeting

(a) The Division Annual General Meeting shall take place not earlier than twelve weeks and not later than six weeks before the Annual General Meeting of the Institution. The Secretariat will provide at the start of each session a provisional schedule of dates for Division Annual General Meetings.

(b) The purpose of this Meeting shall be to receive and approve the annual report of the Division (including audited financial statements of the Division, if available), to elect relevant members of the new Division Committee and Chairman, to elect Council Member (Division) (where applicable), and to consider such other business as may be raised by the Division Committee.

(c) Not less than twenty-eight calendar days prior to the Division Annual General Meeting each member of the Division shall be sent in electronic form and the Division shall publish on the Institution's website and (where available) the Division's website, a list of persons whom the Division Committee nominates as candidates for election as Chairman and as Ordinary Members of the Committee under Clause 7.2(c) and Clause 7.2(d) above. Division may also publish the first circular in the *Hong Kong Engineer*. The nominations shall be such as to ensure that there are sufficient Corporate Members to fill the position of Honorary Officers of the Division. Names of persons whom the Committee nominates as candidates, if any, for election as Council Member (Division) should also be circulated.

(d) After issue of the Division Committee's list of candidates any two Corporate Members of the Division may nominate in writing any duly qualified persons as Chairman or Ordinary Members of the Committee under Clause 7.2(c) and Clause 7.2(d) above or Council Member (Division). The nomination paper signed by those making the nomination, together with the assent in writing of every candidate named therein to accept office, if elected, shall be forwarded to the Secretariat of the Institution, for the attention of the Honorary Secretary, not later than fourteen calendar days prior to the Division Annual General Meeting. No nominations will be accepted after that date.

(e) The Division's annual report and (if further nominations have been made pursuant to Clause 10.2(d) above) a consolidated list of all persons properly nominated for election as Chairman or Ordinary Members of the Committee or Council Member (Division) shall be circulated to all members of the Division not less than seven calendar days before the Division Annual General Meeting by being published on the Institution's website and (where available) the Division's website, or sent in other electronic form to members.

(f) If there is a lack of nomination by the Division Committee for the post under Clause 7.2(d) above in any year in accordance with Clause 10.2(c) above for which it should have made, the Division shall apply to the Learned Society Board for approval not less than twenty-one calendar days prior to the Division Annual General Meeting setting out the reasons why no or insufficient nomination was made, the work and efforts done by the Division Committee to identify any young Division members as candidates for such nomination and details of its plan or proposal for any co-option or future election of any young Division member for such post.

(g) In the event that the number of nominations exceeds the number of vacancies, a ballot shall be held; otherwise, a ballot shall not be used. Two scrutineers who shall be Corporate Members of the Division not themselves standing for election, shall be appointed by the Division Committee for the purpose of conducting the election.

(h) At each Annual General Meeting, the minutes of the previous Annual General Meeting will be read and, after confirmation, shall be signed by the chairman of the Meeting.

10.3 Division Special General Meeting

(a) A Division Special General Meeting will be held whenever it is necessary to transact any formal business of the Division between Annual General Meetings. It shall be convened either by the Division Committee or at the request of ten or one hundredth of the Division voting membership excluding fractions, subject to a maximum of 50, whichever is greater. The request must state the objects of the Meeting and must be signed by the requisitionists and be deposited with the Honorary Secretary of the Division. If the Division Committee shall not, within twenty-one calendar days from the date of the deposit of the requisition, proceed to convene a Meeting, the requisitionists or any of them representing more than half their total may themselves convene a Meeting but any such

Meeting so convened shall not be held after the expiration of three months from the said date of deposit. A Meeting convened by requisitionists shall be convened in the same manner, as near as possible, as that in which meetings are to be convened by the Division Committee and the reasonable expenses incurred by the requisitionists by reason of failure of the Division Committee duly to convene a Meeting shall be repaid to the requisitionists by the Division.

(b) A Division General Meeting may be combined with another meeting.

10.4 Other miscellaneous matters on General Meeting

(a) Apart from the businesses specified in these Rules to be transacted at a Division Annual General Meeting, any other business or matter may be proposed for decision by any General Meeting which is relevant to the aims and activities of the Division to provide guidance to the Division Committee.

(b) Not less than twenty-eight calendar days (for an Annual General Meeting) and fourteen calendar days (for a Special General Meeting) notice in writing, specifying the place, date and time of the General Meeting, and the general nature of the business to be transacted thereat, shall be given to all members of the Division. Except as provided for in any notice of General Meeting, no other business shall be transacted at any such Meeting save that a vote on any amendment to the proposal may be accepted by the chairman provided that the amendment is formally proposed and seconded by Corporate Members present at such Meeting but the chairman shall not accept any amendment which in his opinion will have the effect of making a major change in the substance of the original proposal. Accidental omission to give the notice described above to, or the non-receipt of such a notice by, any person entitled to receive the same shall not invalidate the proceedings of any such Meeting.

(c) The Chairman, or failing him the Immediate Past Chairman, or failing him the Deputy Chairman, shall preside as chairman at every Annual or Special General Meeting of the Division. If none of them is present within thirty minutes from the time appointed for holding any such Meeting, the members present shall choose a Committee Member, and if none is present one of their number, to act as chairman.

(d) Division Chairman and Discipline Representative shall not take part in electioneering for election in the Division Committee unless he/she stands for election. Resources of the Institution shall not be used in canvassing activities in electioneering. The said resources are those or any tangible costs that should be or could be a legitimate item for entry in the divisional accounts.

(e) At any General Meeting of the Division, each member of the Division shall have one vote and the decision of the Division shall be by simple majority of the members thereof present and voting in favour of the decision (i.e. more than half of the total number of votes for and against any proposal). In the event of a tied vote, the chairman of the Meeting shall have a second or casting vote.

(f) In reckoning time for the purposes of this Clause 10, the day on which any list (under Clause 10.2(c) or (e) above), nomination or other papers (under Clause 10.2(d) above) or notice (under Clause 10.4(b) above) is or deemed to be given, published, forwarded or circulated (as the case may be) and the day fixed for the General Meeting shall not be counted.

(g) Notwithstanding any provisions stipulated to the contrary in this Rules, the Division Committee may, at its absolute discretion, determine by a majority of at least three-fourths of the Committee Members present and voting at a meeting of the Division that circumstances are exceptional such that any Annual General Meeting or Special General Meeting shall be conducted by way of a virtual meeting when convening such Annual General Meeting or Special General Meeting. The notice requirements and the procedure of any Annual General Meeting or Special General Meeting conducted by way of a virtual meeting shall follow the provisions in these Rules. Any resolution put to the vote of the Annual General Meeting or the Special General Meeting shall then be decided through the Electronic Voting Facility as determined by the Division Committee from time to time. For the avoidance of doubt, any election for the relevant members of the new Division Committee, Chairman, Council Member (Division) during the Annual General Meeting which has been determined to be convened by way of a virtual meeting shall be conducted through the Electronic Voting Facility as determined by the Division Committee.

10.5 Other Meetings

Apart from General Meetings the attendance of which shall be determined pursuant to Clause 10.4(g) above, Division Committees can determine from time to time whether their meetings, shall be conducted by means of physical, virtual or hybrid attendance.

For technical meetings including but not limited to seminars, conferences, talks and forums, the Division should ensure that there is a proposer for the vote of thanks. All members of the Institution shall be eligible to attend Division technical meetings.

## 11. ELECTRONIC SERVICE

Unless otherwise specifically provided in these rules, any list, nomination or other papers or notice in writing to be given to any member of the Division entitled to receive the same may be served, sent or supplied (i) in electronic form to an email address or other electronic link last supplied by such member and accepted by the Institution, or (ii) by being made available in electronic form on the Institution's website or other electronic platform and (where available) the Division's website or other electronic platform to which such member may have access via such of his email address or other electronic link. For the purposes of clarification, any document which has been served, sent or supplied in electronic form by the Division will not be sent by prepaid letter post to the member at his address for correspondence and "in electronic form" shall mean in the form of a record generated in digital form by an information system, which can be transmitted within an information system or from one system to another, and stored in an information system or other medium.

## 12. SECRETARIAT

The Chief Executive and Secretary of the Institution and the Secretariat shall render reasonable administrative and secretarial assistance to the Division.

The Honorary Secretary of a Division shall send to the Chief Executive and Secretary of the Institution, or his representative, the agenda for all Division Committee meetings, before they take place, and the minutes of such meetings.

## 13. STATUS OF THE RULES

13.1 In the event of any discrepancy between the Ordinance, Constitution and these Rules or any amendment thereto, precedence shall be in the order stated, save for those relating to the means of attendance at, participation in and voting at a meeting of a Committee or a Division or a Division Committee (other than any General Meeting of a Committee or a Division). For the avoidance of doubt, in the event of any discrepancy between the Constitution and these Rules or any amendment thereto relating to the means of attendance at, participation in and voting at a meeting of a Committee or a Division or a Division Committee (other than any General Meeting of a Committee or a Division), the latter shall prevail.

13.2 A Division may refer at any time to the Learned Society Board a proposal to revoke, alter or add to these Rules, but such alteration shall not take effect until approved by the Council.

## SUMMARY

## Composition of the Division Committee

1. The Division Committee shall comprise:-

   (a) a Chairman, elected annually at the Division Annual General Meeting;

   (b) the Immediate Past Chairman;

   (c) 6 to 14 Ordinary Members of the Committee;

   (d) 3 (unless approved by the Learned Society Board) Ordinary Members of the Committee who are of 40 years of age or below;

   (e) ex-officio: one representative of the Associate Members Committee from time to time nominated or replaced by that Committee;

   (f) ex-officio: one representative of the Safety Specialist Committee from time to time nominated or replaced by that Committee;

   (g) ex-officio: one representative of the Young Members Committee from time to time nominated or replaced by that Committee;

   (h) ex-officio: Council Member (Division) (where applicable);

   (i) ex-officio: Discipline Representative of the corresponding Division (where applicable); and

   (j) up to 3 Co-opted Members as deemed necessary and co-opted by the Division Committee.

   Co-opted Members and Members appointed to fill casual vacancies on the Division Committee shall have full voting rights.

   Unless approved by the Learned Society Board the Chairman of the Division shall be a Fellow. Honorary Officers shall be Corporate Members.

2. At its first meeting of the session, the Division Committee shall elect from its number the following Honorary Officers:-

   (a) a Deputy Chairman;

   (b) an Honorary Secretary;

   (c) an Honorary Treasurer.

3. The Associate Members Committee at its first meeting of the session shall nominate its representative to each of the Division Committees.

   The Safety Specialist Committee at its first meeting of the session shall nominate its representative to each of the Division Committees.

The Young Members Committee at its first meeting of the session shall nominate its representative to each of the Division Committees.

4. The serving Committee may make nominations for the Chairman and Ordinary Members for the coming Committee. Nominations should be actively sought from other quarters, an appropriate nomination form is attached.

5. Representatives of student organisations may be invited as observers to the Committee without voting rights.

6. An Ordinary Member under 1(c) and (d) above is normally required to retire after two consecutive terms in office and only under exceptional circumstances as determined by the Division Committee may he serve one more term so that a maximum of three consecutive terms in the capacity of such Ordinary Member of the Committee may be served.

Approved by Council 29.4.1999, 18.5.2000; updated by LSB 24.11.2005 (by circulation); updated by LSB 7.9.2009

# GUIDELINES FOR FORMATION OF NEW DIVISIONS

## 1. Purpose

This note summarises the steps which must be taken in the formation of new Divisions. There are two phases of activities:-

(i) from a concept, to consultation and finally authorisation by the Council; and
(ii) implementation in terms of taking the Division through its first 3 years of operation.

In the realisation of the concept of forming a new Division, the major consideration should be whether the aims and objectives of such a Division align with the policies and overall interests of the Institution and its members. Furthermore, for reasons of efficiency and effective utilisation of resources, the question of whether a new Division is necessary to realise the proposed learned society functions must be answered satisfactorily.

## 2. Checklist of Requirements

2.1 Proposed Area of Interest

2.1.1 Should be worthy of formation as separate Division.

2.1.2 Cannot be satisfactorily considered within existing Division structure; implies interest from more than one Division, or new field of interest.

2.1.3 Should be adequately related to engineering. Does it satisfy Object 1 of the Institution - to promote the general advancement of the science and practice of engineering?

2.1.4 The proposed title of the Division should reflect its link with the engineering profession.

2.2 Division Composition and Membership

2.2.1 Does the proposed Division have sufficient support and interest (initial population size (of Corporate Members) should be 200 of the Corporate Membership)?

2.2.2 Is this support likely to continue?

2.2.3 Is there involvement from sufficient senior and/or responsible members of the Institution to steer the Division? (As a prerequisite, there should be at least 10 Fellows to be involved in steering the Division.)

2.2.4 Is there a framework already established for a corresponding Discipline including such as some of the following: accredited degrees, provisional training schemes and Discipline Advisory Panel?

2.3 Seat in Council

For Division to be formed after 1998/99 Session, apart from meeting the requirements set out in Clauses 2.1 and 2.2, there will be a three-year period of probation to determine whether that particular Division could sustain in meeting the requirements. During probationary period, the Division shall have no seat in the Council and shall be called a "Division on probation". A minimum of 30 members in the corresponding Discipline is required in a Division at the end of the three-year period.

## 3. LSB/Council Approval/Rejection

The route to gaining acceptance by the Council will be for a case to be made to the Learned Society Board. If recommended by the Learned Society Board, the case will be presented by the Chairman of the Learned Society Board to the Council for approval.

## 4. Implementation of a Proposal

Assuming approval by the Council, the following sequence will apply:

(a) those promoting the formation of a new Division shall insert a notice of a meeting in the *Hong Kong Engineer*;

(b) this meeting will provide a forum for all those members of the HKIE with an interest in the area;

(c) the meeting shall be chaired by the Chairman of the Learned Society Board;

(d) the purpose of the meeting will be for the election of the Committee of the proposed Division, to hold office through to the end of the first complete session.

*Endorsed by LSB 01.12.2016. Approved by the Council 19.01.2017*

**Guidelines for Circulation of Election Materials of Annual General Meeting of Division/AMC/SSC/YMC by Posting onto the Division's Website**

Division/AMC/SSC/YMC may post the election materials of all persons properly nominated for election as Chairman or Ordinary Members of the Committee or Council Member (Division) onto their websites.

Candidates standing for the elections at the Annual General Meeting of Division/AMC/SSC/YMC may provide election materials to the Honorary Secretary of the Committee not later than seven calendar days before the Annual General Meeting. Such must be contained within a single sided A4 paper and on a standard template which can be downloaded from the HKIE website. (Attached)

Candidates must ensure their submitted election materials are correct and free from misrepresentation. Any mistakes made in their election material may be deemed evidence of misconduct and could be subject to strict disciplinary action. A copy of photograph is optional and if taken, the photograph should be of passport-size (not larger than 40mm(W) x 50mm(H)). The Committee has the authority to delete any passages that are deemed defamatory and unsuitable.

# Election Material

"The information in the election material is of my own. The Institution assumes no responsibility in terms of their correctness, accuracy, or otherwise."

## The Hong Kong Institution of Engineers

## NOMINATION FORM FOR DIVISION CHAIRMAN / ORDINARY MEMBER

We wish to nominate the following member of the HKIE for election to the _____ Division Committee for the post of:

* ❑ **Division Chairman**

❑ **Ordinary Member** ***(under Division Rules Clause 7.2(c))***

❑ **Ordinary Member** ***(who is of 40 years of age or below, under Division Rules Clause 7.2(d))***

***(*Please tick where appropriate)*.**

Name (Print): _____ Membership Number : _____

Discipline(s) *(where applicable)*: _____

Organisation and Position Held: _____

_____

I consent to being nominated: _____
(Signature)

**Proposer**

Name (Print): _____ Signature: _____

Membership Number: _____

**Seconder**

Name (Print): _____ Signature: _____

Membership Number: _____

***Notes***

a) In accordance with Clause 7.3 of the Division Rules, the Chairman of the Division shall be a **Fellow** of the Institution in the **corresponding Discipline of the Division** unless the Learned Society Board agrees, at its own discretion, to the nomination of or the filling of a casual vacancy under Clause 7.7(a) by a Fellow of the Institution outside the corresponding Discipline of the Division, or a Member of status it considers equivalent to a Fellow. He shall be elected annually, but shall not be barred from further re-election either as Chairman or as Division Committee Member. The Chairman shall, however, **not** hold office as Chairman continuously for **more than two years**.

The Honorary Officers of a Division shall all be **Corporate Members** in the **corresponding Discipline of the Division** unless the Division does not have a corresponding Discipline.

b) Original copy of the nomination forms signed by those making the nomination, together with the consent in writing of every candidate named therein to accept office, if elected, shall be forwarded to the Secretariat of the Institution, for the attention of the **Honorary Secretary of the Division**, **no later than fourteen calendar days prior to the Division Annual General Meeting (AGM)**. No nomination will be accepted after that date.

c) In accordance with Clauses 7.2(c) and (d) of the Division Rules, each current Division Committee shall comprise **six to fourteen Ordinary Members** and **three Ordinary Members of the Committee who are of 40 years of age or below**.

d) In accordance with Clause 7.4 of the Division Rules, the Ordinary Members of the Division Committee shall be elected by the members of the Division at the Division Annual General Meeting for a period of **up to three years**.

# NOMINATION FORM FOR COUNCIL MEMBER (DIVISION)

## NOMINATION FORM

We wish to nominate the following member of the HKIE as a candidate for election as Council Member (Division) representing _____ Division.

Name (Print): _____ Class of Membership : _____

Discipline(s): _____

Organisation and Position Held: _____

_____

I consent to being nominated: _____
(Signature)

**Proposer**

Name (Print): _____ Signature: _____

Class of Membership: _____ Discipline(s): _____

**Seconder**

Name (Print): _____ Signature: _____

Class of Membership: _____ Discipline(s): _____

***Notes***

a) In accordance with Article 15(1)(b) of the Constitution, each Division shall have one representative on the Council. If, at any time, any Division fails to meet or comply with, or to continue to meet or comply with, the relevant requirements for a Division (as stated in the guidelines that apply at that time), then the Council shall have the power to suspend or remove the Division's status and to suspend its representative from sitting on the Council. Such suspension will continue until the Council is satisfied that the failure to meet or comply with the relevant guidelines have been remedied.

b) In accordance with Article 16(d) of the Constitution, all Council Member (Division) must be:
   i. a Corporate Member of the corresponding Discipline, and
   ii. a Corporate Member of the Institution for at least three years, and
   iii. (iiia) a past or current Discipline Representative, or
   (iiib) a past or current Division Committee member who had or has served on the Division Committee for at least two years.

c) In accordance with Article 16(i) of the Constitution, Council Member (Division) shall be elected by their respective Divisions at their own annual general meetings. Only **Corporate Members and Fellows of the corresponding Discipline of the Division** will be eligible to vote for the Division representative on the Council.

d) In accordance with Clause 6.1 of the Division Rules, the term of office for a Council Member (Division) shall normally be **two years** from the Institution's Annual General Meeting immediately following the election and the incumbent shall **not** be eligible for re-election in the capacity of Council Member (Division) until **at least eleven months** have elapsed following retirement. Any member of the Institution who has served the Council in the current session shall **not** be eligible to stand for election as Council Member (Division) for the next session until **at least eleven months** have elapsed following retirement.

e) Original copy of the nomination forms signed by those making the nomination, together with the consent in writing of every candidate named therein to accept office, if elected, shall be forwarded to the Secretariat of the Institution, for the attention of the **Honorary Secretary of the Division**, **no later than fourteen calendar days prior to the Division Annual General Meeting (AGM)**. No nomination will be accepted after that date.

f) Proposer and seconder must be also an eligible voter of the candidate as mentioned in item (c).

## Guidelines on Information Circulation via the HKIE eNewsletter System for Divisions/Committees

| | |
|---|---|
| Submission of Requests | ➢ Divisions/Committees should submit their requests, together with information/documents for circulation via the HKIE eNewsletter system, to the Secretariat via the Online Standard Request Form at http://www.hkie.org.hk/enewsletter.<br><br>➢ For the ease of handling, each activity will be circulated once via the eNewsletter system. Request for repeated issue of the same eNewsletter will NOT be accepted.<br><br>➢ Only requests via the Online Standard Request Form are accepted. |
| Processing Time | Normally it takes three working days. |
| Subject of eNewsletter | ➢ Announcements of activities organised /co-organised/supported/sponsored by the Divisions/Committees.<br><br>➢ Announcements of joint activities should be confined to events co-organised with non-commercial organisations such as local and overseas learned societies, professional institutions, educational institutions, etc.<br><br>➢ Notices of Meeting Divisional AGM as stipulated in Clauses 10.2(c), 10.2(e), 10.4(b) and 10.4(f) of the Division Rules *(Requests will be handled separately).*<br><br>(*Note: Announcements should not contain elements of commercial interest.*) |

| | |
|---|---|
| Format | ➢ Information of activities should be submitted via the Online Standard Request Form at http://www.hkie.org.hk/enewsletter. The layout of the eNewsletter announcement will be generated for confirmation.<br><br>➢ Additional information can be attached in PDF format, which will appear as a link for download in the eNewsletter. The file size of the attachment should not exceed 5MB and only one attachment per eNewsletter is allowed.<br><br>➢ Only general information such as programme title, date, time, venue, organiser, registration method and contact person will be shown in the eNewsletter announcement. |
| Authorised Persons | ➢ Each Division/Committee shall have two Authorised Persons responsible for the submission of requests and information for the issue of eNewsletters.<br><br>➢ Chairman and Hon Secretary of the Division/Committee shall be the Authorised Persons unless otherwise stated.<br><br>➢ Only the Authorised Persons are allowed to login to the weblink for submission of the Online Standard Request Form.<br><br>➢ Login ID and password will be given to the Authorised Persons at the beginning of the Session. |

| | |
|---|---|
| Note | ➢ Effective from September 2015, meeting facilities at the HKIE Headquarters are named as follows:<br><u>9/F</u><br>● James Chiu Room<br>● Dragages Room<br>● ATAL Room<br>● Chan Yat Mei Sophie Room<br><u>10/F</u><br>● Chun Wo Room<br>● Hsin Chong Room<br>● Paul Y Room<br><br>➢ To avoid delay in issuance of the eNewsletter, please ensure that the above venue names are used consistently in all documents/websites that are linked.<br><br>➢ The floor number should be put after the names of HKIE meeting facilities in all Divisions'/Committees' communications related to event venues at the HKIE Headquarters, for example, "Chan Yat Mei Sophie Room, 9/F, the HKIE Headquarters". |

Updated on June 2020

The Hong Kong Institution of Engineers
Logo Guidelines - Division Name

1

Division Name

Lock-up
Colour Option

## Division Name

Lock-up

Colour Option 1

(Font and size same as Logotype)

Colour Option 2

(Font and size same as Logotype)

This document is to be used as a guideline and need to be followed closely.

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*Updated in September 2024*

The Hong Kong Institution of Engineers
Logo Guidelines - Division Name

2

Division Name

Full Colour Application
Monotone Application

# Division Name

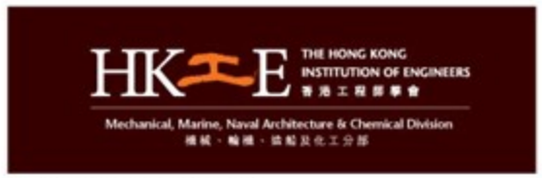
## Full Colour Application

### Colour Option 1

On white background

On light background

On red background


On burgundy background

On orange background

On black background

### Colour Option 2

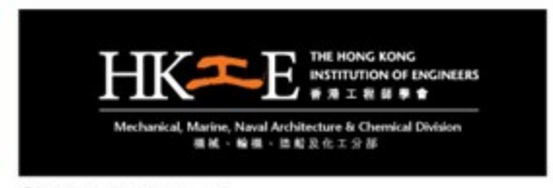
On white background

On light background

On red background

On burgundy background

On orange background


On black background

## Monotone Application

On white background

On 70% solid black background or above

On black background

This document is to be used as a guideline and need to be followed closely.

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The Hong Kong Institution of Engineers
Logo Guidelines - Division Name

# 3

**Division Name**

Font Usage
Colour Usage
Clear Space
Minimum Size

This document is to be used as a guideline and need to be followed closely.

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*Updated in September 2024*

## Division Name

### Font Usage

**(Font and size same as Logotype)**

### Colour Usage

**HKIE Orange**

**Custom Colour**
Pantone 151C
**4-colour Process**
M:68 Y:100
**RGB**
R:255 G:115 B:0

**HKIE Burgundy**

**Custom Colour**
Pantone 497C
**4-colour Process**
M:70 Y:100 K:78
**RGB**
R:79 G:41 B:38

**Black**

**Silver**

**Custom Colour**
Pantone 877C

**Gold**

**Custom Colour**
Pantone 873C

### Clear Space

### Minimum Size (HKIE Height: 5.5mm)

The Hong Kong Institution of Engineers
Logo Guidelines - Division Name

# 4

**Division Name**

Incorrect Use of the Signature

## Division Name

Incorrect Use of the Signature

**Don't** alter the configuration between the elements

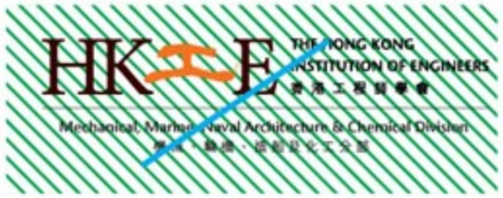
**Don't** add new elements to the signature

**Don't** apply orange colour on the whole signature

**Don't** use the Chinese icon alone

**Don't** use the signature on non-approved colour

**Don't** reproduce the signature on a background that does not offer sufficient contrast for the signature



**Don't** apply the signature on complex background

This document is to be used as a guideline and need to be followed closely.

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The Hong Kong Institution of Engineers
Logo Guidelines - Division Name

5

The Stacked Signature

Clear Space
Minimum Size

## The Stacked Signature

Clear Space

Minimum Size

(Height: 12mm)

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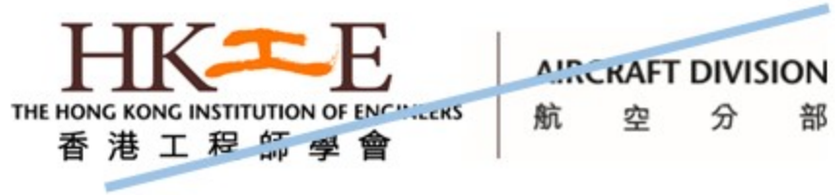
*Updated in September 2024*

## The Stacked Signature

Incorrect Use of the Signature




The width of HKIE's full names in English and Chinese **SHOULD NOT** exceed the width of "HKIE", and both names **SHOULD BE** justified with the margins of "HKIE"

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*Updated in September 2024*

# GUIDELINES FOR THE CREATION AND USE OF THE HKIE DIVISIONS/COMMITTEES ANNIVERSARY LOGOS

## 1. Preamble

These guidelines serve to provide guidance for the creation and use of anniversary logos of Divisions/Committees in the event that Divisions/Committees wish to develop logos in celebration of their anniversaries of establishment.

## 2. Guidelines

(a) The HKIE Division/Committee anniversary logo must be a standalone logo that is separate from the standard HKIE Division/Committee logo.
(b) The HKIE Division/Committee anniversary logo must not be bigger than the standard Division/Committee logo when both are displayed together.
(c) The same guidelines apply to other possible types of logo that may be created by Divisions/Committees, e.g. for conferences, special events, etc.
(d) The logo created has to be submitted to the Executive for information via the Secretariat.

## 3. A note to the use of the Division/Committee Logo

The standard Division/Committee logo should be displayed in an intact form. It may be proportionately enlarged or reduced, but cannot be distorted or reshaped. The design and font type cannot be altered. Also, no new elements should be added to the standard logo. Please make reference to "Guidelines for appropriate deployment of Divisions'/Committees' logos" for the appropriate deployment of Divisions'/Committees' logos.

The HKIE Secretariat
Prepared on 9 Aug 2017

# ABBREVIATIONS OF DIVISIONS, COMMITTEES AND DISCIPLINES

## DIVISIONS

| | |
|---|---|
| Aircraft | AC |
| Biomedical | BM |
| Building | BD |
| Building Services | BS |
| Civil | CV |
| Control, Automation & Instrumentation | CA |
| Electrical | EL |
| Electronics | EN |
| Environmental | EV |
| Gas & Energy | EG |
| Fire | FE |
| Geotechnical | GE |
| Information Technology | IT |
| Logistics & Transportation | LT |
| Manufacturing, Industrial & Systems | MI |
| Materials | MT |
| Mechanical, Marine, Naval Architecture & Chemical | MC |
| Nuclear | NE |
| Structural | ST |

## DISCIPLINES

| | |
|---|---|
| Aircraft | ACE |
| Biomedical | BME |
| Building | BUD |
| Building Services | BSS |
| Chemical | CML |
| Civil | CVL |
| Control, Automation & Instrumentation | CAI |
| Electrical | ELL |
| Electronics | ENS |
| Energy | ENY |
| Environmental | ENV |
| Fire | FRE |
| Gas | GAS |
| Geotechnical | GEL |
| Information | INF |
| Logistics & Transportation | LTE |
| Manufacturing, Industrial & Systems | MIS |
| Marine & Naval Architecture | MNA |
| Materials | MAT |
| Mechanical | MCL |
| Nuclear | NUE |
| Structural | STL |

## COMMITTEES

| | |
|---|---|
| Associate Members Committee | AMC |
| Safety Specialist Committee | SSC |
| Young Members Committee | YMC |

# GUIDELINES FOR THE OPERATION OF YOUNG MEMBER GROUPS AND OTHER INTEREST GROUPS UNDER HKIE DIVISIONS/COMMITTEES

## Introduction

Young Member Groups have been established under various HKIE Divisions/Committees to encourage participation and engagement among younger members. These Division-based groups function as subgroups under their respective Division Committees and do not hold voting rights within those Committees.

All such groups shall observe and comply with the existing rules and regulations governing Division Committees. To ensure effective operation, alignment, and engagement, the following guidelines are promulgated for reference and implementation by all Divisions/Committees..

## Aims and Activities

In accordance with the Division Rules, the aim of a Division is to advance the objects of the Institution and their application to the various subjects which come within the Division, more specifically to:

(a) promote the general advancement of the science, technology and practice of the Division;

(b) encourage and foster a spirit of friendly collaboration amongst its members and with members of similar institutions, societies or other professional bodies;

(c) facilitate the exchange of information and ideas in relation to the Division; and

(d) contribute to raise the standing of engineers.

A Division shall achieve its aims by carrying out learned society activities in accordance with the requirements of the *Division Manual*. Divisions shall be subject to regulation by the LSB. The Division Committee shall organise and arrange the activities of the Division and shall meet as often as the business of the Division requires at such times and places as shall be determined by the Committee. Representatives of student organisations may be invited as observers to the Committee without voting rights.

## Operation of Young Member Groups and Other Interest Groups

To ensure consistency and accountability, the following operational principles shall apply to Young Member Groups and other interest groups formed under the governance of Divisions/Committees:

- **Formation** – Divisions/Committees should be given the flexibility to form non-official groups under their governance to support their operation.

- **Communication** – All communications of these non-official groups with external parties should be subject to prior approval from the corresponding Division/Committee and issued in its name, unless otherwise agreed.

- **Publications and Use of Logos** – All publications, where the use of a logo is required, should display the corresponding Division/Committee logo.

- **Reporting of Activities** – Each Division young member group/interest group should submit reports on its activities (e.g. forums, seminars, site visits, conferences, workshops) to the LSB prior to its meetings, and as required, through the corresponding Division/Committee.

Divisions/Committees are encouraged to review their current practices and assess the applicability of existing rules and regulations governing Divisions/Committees, together with these guidelines, to their respective Young Member Groups and/or interest groups. They should also ensure the dissemination of these guidelines among relevant members and provide support to foster alignment with the Institution's established standards and practices.

Note

In the event of any inconsistency or ambiguity, reference shall be made to the detailed rules and regulations governing the operation of Divisions/Committees as stipulated in the *Division Manual*, which shall prevail for definitive interpretation.

The Hong Kong Institution of Engineers
Logo Guidelines

1

The Line Signature

Signature Colour
Full Colour Version
Black & White Version
Monotone Version

Full Colour Application
Monotone Application

This document is to be used as a guideline and need to be followed closely.

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Updated June 2011

# The Line Signature

## Full Colour Version

Whenever possible the signature should be reproduced in full colour.

## Black & White Version

## Monotone Version

When corporate colours cannot be used due to printing restrictions (or for special application), black & white or monotone version can be applied.

Black

HKIE Burgundy

Silver

Gold

## Full Colour Application

On white background

On light background

On red background

On burgundy background

On orange background

On black background

## Monotone Application

On white background

On 70% solid black background or above

On black background

# The Hong Kong Institution of Engineers Logo Guidelines

## 2

**The Line Signature**

Font Usage
Colour Usage
Clear Space
Minimum Size
Incorrect Use of the Signature

This document is to be used as a guideline and need to be followed closely.

© *The Hong Kong Institution of Engineers*

*Updated June 2011*

## The Line Signature

### Font Usage

**English Logotype:**
Font: Adobe Minion Pro Regular
(with design modification)

THE HONG KONG
INSTITUTION OF ENGINEERS
香 港 工 程 師 學 會

**English Logotype:**
Font: ITC Stone Sans Semibold
Colour: Black

**Chinese Logotype:**
Font: Monotype Hei Bold
Colour: Black

### Colour Usage

**HKIE Orange**
**Custom Colour**
Pantone 151C
**4-colour Process**
M:68 Y:100
**RGB**
R:255 G:115 B:0

**HKIE Burgundy**
**Custom Colour**
Pantone 497C
**4-colour Process**
M:70 Y:100 K:78
**RGB**
R:79 G:41 B:38

**Black**

**Silver**
**Custom Colour**
Pantone 877C

**Gold**
**Custom Colour**
Pantone 873C

### Clear Space

### Minimum Size (Height: 5.5mm)

### Incorrect Use of the Signature

**Don't** create a stacked signature

**Don't** alter the configuration between the elements

**Don't** add new elements to the signature

**Don't** apply orange colour on the whole signature

**Don't** use the Chinese icon alone

**Don't** use the signature on non-approved colour

**Don't** reproduce the signature on a background that does not offer sufficient contrast for the signature

**Don't** apply the signature on complex background

# 3

**The Simplified Signature**

Iconic Version
Bilingual Logotype Version
Clear Space
Minimum Size
Incorrect Use of the Signature

## The Simplified Signature

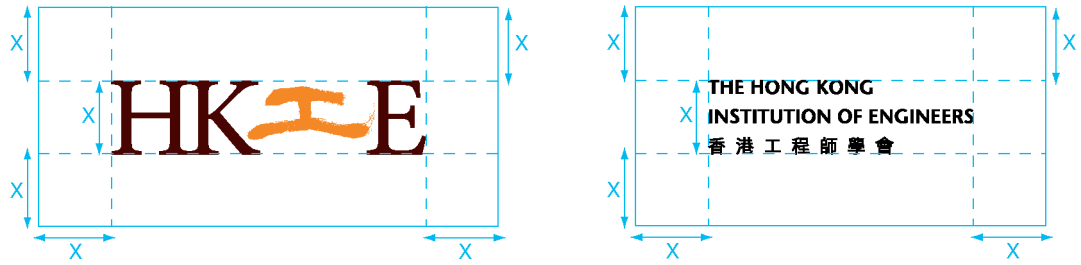
When design space is limited (or for special application), simplified version (either iconic or bilingual logotype) can be applied.

### Iconic Version

### Bilingual Logotype Version

THE HONG KONG
INSTITUTION OF ENGINEERS
香 港 工 程 師 學 會

### Clear Space




### Minimum Size

(Height: 3mm)

3mm

(Height: 5.5mm)

5.5mm

### Incorrect Use of the Signature

**Don't** alter the configuration between the elements

**Don't** use the signature on non-approved colour

This document is to be used as a guideline and need to be followed closely.

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*Updated June 2011*

# CHECKLIST FOR PRESS CONFERENCE

| | |
|---|---|
| **Event Name:** | |
| **Venue:** | |
| **Date & Time:** | **Overall In Charge:** |

| Description / Item | P-I-C | Status |
|---|---|---|
| **Reception Area** | | |
| Reception Desk (w/ Table Cloth & Skirting) & Chairs | | |
| Stands, eg “Press Reception”, “Please Take One”, “Please Leave Two Name Cards” | | |
| Press Badges/ Blank Badges | | |
| Pins | | |
| Stationery | | |
| Press Kit/Information Kit (Media Release/Backgrounder/Speech/ Photo Release/_____) | | |
| Gifts/Souvenirs | | |
| Signature Album | | |
| Silver Tray for Collecting Name Cards | | |
| **Panel** | | |
| Panel Table (w/ Table Cloth & Skirting) & Chairs | | |
| Name Plates for Panelists | | |
| Backdrop | | |
| Drinks Arrangements | | |
| Stationery (eg Notes Pads, Pens, Pencils) | | |
| Lectern/Platform for Speaker/MC | | |
| Public Address System ( ___Table Mic/___Stand Mic/__Wireless Mic/ _____) | | |
| Wyte Board/ Flip Chart/ Felt Pens | | |
| Audio-Visual Equipment (Overhead Projector/Slide Projector/ Screen/ TV Set/Video Recorder/ Cassette Recorder/Notebook Computer/_____) | | |
| Presentation Materials (Slides/ Video Tapes/_____) | | |
| **Hall** | | |
| Exhibition Panels/ Display Items | | |
| Floor Plan/ Sitting Plan | | |
| Seating Arrangements (Theatre Style/Classroom Style/ Conference Style/ _____) | | |
| Catering | | |
| **Miscellaneous** | | |
| Media Invitation | | |
| Confirmed Media Attendance (RSVP) List | | |
| VIP Attendance List | | |
| Programme Rundown | | |
| Questions & Answers | | |
| Staff Badges | | |
| Photographer | | |
| Master of Ceremonies | | |

# CHECKLIST FOR INVITING MEDIA TO EVENTS AND ACTIVITIES

| | |
|---|---|
| **Event Name:** | |
| **Venue:** | |
| **Date & Time:** | **Overall In Charge:** |
| | |

| | |
|---|---|
| **Before the Event** | |
| **Media invitation** | |
| Title, date, time, venue, theme and objective of the Event | |
| Important guests present | |
| Contact name and telephone for further information | |
| **Sending out the invitation** | |
| Send out invitations 3-5 days in advance of the event | |
| Follow up by telephone one or two days before the event | |
| **Event Day** | |
| **On-site set up and logistic** | |
| Please refer to the Check List for Press Conference | |
| **Media kit** | |
| Programme of the event | |
| Photos with captions, if any | |
| ***Optional information to be included:*** | |
| Media release – information to be included: | |
| Title of the event | |
| Date, time, venue, theme and objective of the event | |
| Important guests present | |
| Highlight of the event | |
| Other important information as appropriate | |
| Contact name and telephone for further information | |
| Speeches (if available) | |
| Relevant fact sheets of the event/function | |
| The HKIE and division leaflets | |
| **After the Event** | |
| Media release, photos and relevant information to be sent to media not available at the event | |
| News clipping | |
| **Notes** | |
| *All media invitations, releases and relevant information are preferably in English and Chinese version* | |
| *Contacts of translation services are available upon request from the Secretariat* | |

THE HONG KONG INSTITUTION OF ENGINEERS
香港工程師學會
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電話Tel +852 2895 4446 傳真Fax +852 2577 7791
hkie-sec@hkie.org.hk www.hkie.org.hk

| FOR SECRETARIAT USE ONLY | |
|---|---|
| ☐ Published/ Broadcast<br>Date: _____<br>Clippings: YES/ NO | ☐ Not Reported |

**To** : Corporate Communications Section **From** : _____

**Email** : corpcom@hkie.org.hk **Fax no** : (852) 2882 6825

# MEDIA ENQUIRIES RECORD

☐ ***Referred from Secretariat*** ☐ ***Directly approached by the media***

| | |
|---|---|
| **Name of Interviewee** | |
| **Capacity in the HKIE** | |
| **Division/ Discipline** | |
| **Name of Press/ Media** | |
| **Name of Interviewer** | |
| **Interviewer's Tel No** | **Work:** **Mobile:** |
| **Form of Interview** | |
| **Column/ Programme Title** | |
| **Issues/ Questions Asked** | |
| **Response** | |
| **Date of Interview** | |
| **Proposed Date for Publishing/ Broadcasting** | |

_____ _____

Signature Date

Approved by the Administration Committee 26.2.2002; amended at the Journal Editorial Sub-committee 19.8.2002; approved by the Administration Committee 3.9.2002; amended at the Journal Editorial Sub-committee 24.2.2003; approved by the Administration Committee 4.3.2003; amended at the Journal Editorial Committee 16.11.2004; approved by the Administration Board 5.1.2005; amended at the Journal Editorial Committee 17.8.2012; approved by the Administration Board 6.9.2012; amended at the Journal Editorial Committee 20.2.2014; approved by the Administration Board 6.3.2014; amended at the Journal Editorial Committee 14.8.2014; approved by the Administration Board 4.9.2014; amended at the Journal Editorial Committee 9.4.2015; approved by the Administration Board 7.5.2015; amended at the Journal Editorial Committee 11.10.2018; approved by the Administration Board 1.11.2018; amended at the Journal Editorial Committee 4.4.2019; approved by the Administration Board 2.5.2019; amended at the Journal Editorial Committee 29.10.2020; approved by the Administration Board 5.11.2020; amended at the Journal Editorial Committee 26.08.2021; approved by the Administration Board 09.09.2021; amended at the Journal Editorial Committee (via email circulation) 27.04.2022; approved by the Administration Board 06.05.2022; amended at the Journal Editorial Committee (via email circulation) 28.2.2023;

# Guidelines for Submission to *Hong Kong Engineer*

*Hong Kong Engineer* is the monthly Journal of The Hong Kong Institution of Engineers (HKIE) available at **www.hkengineer.org.hk.** It mainly consists of editorial columns, Institution & Division activities, and notices for information sharing among the members and the industry practitioners.

## General Notes

- **Editorial** is a section for articles relevant to engineering developments, news of projects or trend and engineering practice in Hong Kong.
- **Institution & Division Activities** is a section for reports of activities organised by the Secretariat, Divisions/Committees/Clubs.
- The editorial office reserves the right to edit, adopt, rewrite, or discard the contents and photos of the submissions for the Editorial and Institution & Division Activities.
- Request for withdrawal of submission made before the submission deadline may be accepted. Any late withdrawal request will be reviewed by the Journal Editorial Committee on a case-by-case basis.
- The Journal will be published online in the first week of each month.
- For eNewsletter issuance on the upcoming Division's/Committee's activities, please refer to the separate guidelines – "Guidelines on Information Circulation via the HKIE eNewsletter System" which can be obtained from the HKIE Secretariat - Division & Committee Affairs via email at dc@hkie.org.hk.

## Authorised Person for Submission

- Each Division/Committee/Club should assign **two Authorised Persons** to handle the submission for Institution & Division Activities to the Journal. They will also be responsible for providing the name and email address of a representative who can handle any enquiries or responses that readers may make to the submission. The Secretariat would only provide access to the digital submission platform to these two persons.

## Materials for Submission

### ➢ Editorial

| | | |
|---|---|---|
| **Column open for suggestions** | Cover Story, Feature Story / Paper | Update |
| **Deadline** | nil | the 10th of each month |
| **Word limit** | 3,500 for Cover Story;<br><br>2,000 for Feature / Paper | Within 200 words |
| **Image** | At least 4 for Cover Story;<br><br>About 3 for Feature / Paper | One |
| **Format** | Via email by the standard form | |
| **Email** | editor@hkie.org.hk | |
| **Remarks** | The Editorial Office reserves the right to review the appropriateness of the photo(s) and edit the photo(s)and content before publishing | |

### ➢ Institution & Division Activities of the Journal

| | |
|---|---|
| **Deadline** | • **5:00pm** on the **10th of the month** preceding publication<br><br>OR<br><br>**5:00pm** on the **preceding Friday of the 10th of the month** preceding publication (if the 10th is a Saturday or Sunday)<br><br>* ***Deadline of submission may be altered due to seasonal holidays. Individual prior announcement will be made to the authorised persons on the changes of the submission deadline*** |
| **Format** | • Via the digital submission platform (https://forms.gle/ZWKnPzmKYMgNW981A), access to which will be provided to Authorised Persons<br>• **Only submissions via the digital submission platform will be accepted** |
| **Enquiries** | hkengineer@hkie.org.hk |
| **Confirmation of the receipt of submissions** | Acknowledgement email will be sent to the Authorised Persons around the 23rd of the month |
| **Late submission** | Late submission will not be accepted for the upcoming issue and will be published in the following issue |

## Standard Format

**Editorial**

- Divisions/Committees/Clubs are encouraged to contribute information to the *Cover Story*, *Feature Story* and *Update*.

*Cover Story*

- Divisions/Committees/Clubs should submit a form (Annex 1) for any suggestions on projects suitable to be featured as the cover story. A lead time of 4-6 months will be needed for processing the form and planning the editorial schedule.

- Once the proposed projects/topics are accepted, Divisions/Committees/Clubs will be invited to submit the article within a given timeframe, usually within two months.

- If there are more projects proposed as cover stories than there is room for accommodating them all, some of them will be used as feature stories in the same issues.

*Feature Story/Paper*

- Divisions/Committees/Clubs should submit a form (Annex 2) for proposing suitable projects as feature stories or technical paper. A lead time of 2-3 months will be needed for processing the form and planning the editorial schedule.

- Divisions/Committees/Clubs will be invited to submit the article within a given timeframe. If there are more projects proposed than there is room for accommodating them all, the feature stories/papers will be prioritised based on the date of acceptance of the topic, which may be subject to change should there be any time-sensitive stories to be published.

*Update*

- Update includes topics on new engineering projects, new development and new products.

- Divisions/Committees/Clubs should submit a form (Annex 3) for providing any information regarding new engineering projects and new development.

- Divisions/Committees/Clubs should submit a form (Annex 4) for providing any information regarding new engineering products.

**Institution & Division Activities**

- Each submission must follow the standard format listed below:

| | | |
|---|---|---|
| **Submissions** | • Only news and reports of the Division/Committee/Club activities including book prize reports would be accepted<br>• Division/Committee/Club Members' photos and technical articles will not be included | |
| **Format** | • Submission via the digital submission platform (https://forms.gle/ZWKnPzmKYMgNW981A), access to which will be provided to Authorised Persons<br>• One single submission for one individual report only<br>• **Submission via email or other channels will not be accepted** | |
| **Content** | • Title<br>• Text<br>• Author's name with title (e.g. Ir/Dr/Prof/Mr/Ms)<br>• Photo(s)<br>• Photo caption(s)<br>• Name and email Address of a representative from the Division/Committee/Club who will handle readers' enquiries or responses to the submission | |
| **Word limit** | Title | Max **15 words** including the type of activities e.g. "Technical visit/Seminar on" and no abbreviation |
| | Text | **350 in English** or **600 in Chinese**<br>**(Long article exceeding the word limit shall be split into two articles for publishing in two consecutive issues)** |
| | Photo caption(s) | Max **30 words** for each photo<br>(The position of the participants should be stated clearly in the photo caption, e.g. (L to R), (L), (R), (middle), (left 2nd), etc.) |
| **Maximum number of photo** | Eight<br>(only one photo will be published on the PDF version of the Journal) | |
| **Type of photos/images** | • Digital photo in jpg or tif format<br>• The photo(s) must be copyright-free and suitable for publishing purpose | |
| **Quality of photos/images** | • Resolution of **at least 300 dpi and at least 2MB in size**<br>• Poor-quality photos may be rejected<br>• Collaged (Merged) photos will not be accepted<br>• Collaged photo/image layout in PPT format will not be accepted | |
| **File name of photos/images** | • The file name of the photo(s)/image(s) submitted must include the following details and be named in the following order:<br>**IDA_"Division/Committee/Club"_"Issue"**<br>• e.g. IDA_YMC_July2019.jpg | |
| **Remark** | The Editorial Office reserves the right to review the appropriateness of the photo(s) and edit the photo(s) and content before publishing | |

- For seminar and technical visit, the report should be more vividly written and be able to provide in-depth discussion on the topic.

- Pages to include Division/Committee/Club Chairperson's Message will be arranged in **August and September issue** of each year. Details will be notified individually in due course.

**All submissions are subject to the decision of the Journal Editorial Committee.**

*Annex 1*

To: *Hong Kong Engineer* Editor
Email: editor@hkie.org.hk

**Cover Stories**

Our Division/Committee/Club would like to suggest the following projects as cover stories in the *Hong Kong Engineer*.

| **Suggestions for Cover Story (Engineering areas)** | **Most appropriate months and reasons (award, tender award, completion, etc)** | **Name of Division/Committee/Club and Author (Please indicate if the article would be written by the Division/Committee/Club or the copywriters appointed by the HKIE)** |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |

* Please refer to the Guidelines for Submission to *Hong Kong Engineer* (PDF version) and website of *Hong Kong Engineer* on the requirements and conditions.

The name of person for making a submission or with further information is:

Name _____ Email _____ Tel _____

Date _____ Fax _____ Mobile _____

*Annex 2*

To: *Hong Kong Engineer* Editor
Email: editor@hkie.org.hk

**Feature Stories**

Our Division/Committee/Club would like to suggest the following projects as feature stories/ papers in the *Hong Kong Engineer*.

| **Month /Year** | **Suggestions for feature stories / papers (Engineering areas)** | **Name of Division/Committee/Club and Author** |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

* Please refer to the Guidelines for Submission to *Hong Kong Engineer* (PDF version) and website of *Hong Kong Engineer* on the requirements and conditions.

The name of person for making a submission or with further information is:

Name _____ Email _____ Tel _____

Date _____ Fax _____ Mobile _____

*Annex 3*

To: *Hong Kong Engineer* Editor
Email: editor@hkie.org.hk

**Update (Engineering News)**

Please be informed that the _____ Division/Committee/Club would like to submit the following Engineering News for publication in *Hong Kong Engineer*. We understand that the item(s) may or may not be published, depending on the factors such as the number of other news stories already lined up for publication in the same issue of the Journal.

| **Engineering News Title** | **File name** | **Name of Division/Committee/Club and Author** |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

* Please refer to the Guidelines for Submission to *Hong Kong Engineer* (PDF version) and the website of *Hong Kong Engineer* on the requirements and conditions.

The name of person for making a submission or with further information is:

Name _____ Email _____ Tel _____

Date _____ Fax _____ Mobile _____

*Annex 4*

To: *Hong Kong Engineer* Editor
Email: editor@hkie.org.hk

**Update (New Products)**

Please be informed that the Division/Committee/Club would like to submit the introduction of following engineering product for publication in *Hong Kong Engineer*. We understand that the item(s) may or may not be published, depending on the factors such as the number of other news stories already lined up for publication in the same issue of the Journal.

| **Name of new product** | **Brief description of product** | **File name** | **Name of Division/ Committee/Club and Author** |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

* Please refer to the Guidelines for Submission to *Hong Kong Engineer* (PDF version) and website of *Hong Kong Engineer* on the requirements and conditions.

The name of person for making a submission or with further information is:

Name _____ Email _____ Tel _____

Date _____ Fax _____ Mobile _____

*Appendix 15*

# REQUEST FOR CONFERENCE SUPPORT SERVICE FROM THE HKIE CONFERENCE & FUNCTION SECTION

**To be submitted to the Conference & Function Section**
**The Hong Kong Institution of Engineers**

Organiser: The HKIE/Division*(Please specify) _____

Co-organiser(s), please list all

_____

_____

1. Name and Theme of Conference

_____

2. The general theme will probably cover the following subject areas:-

_____

_____

3. The reasons for and objectives of the Conference are:-

_____

_____

4. Reasons why delegates should attend:

_____

5. General Assumptions (please tick boxes):-

The Conference will be: ☐ Local ☐ Asia Region ☐ International

Probable Year_____ Month_____ Number of Days_____

Organising work expected to start from _____

Venue : ☐ The HKIE HQ ☐ Hotel ☐ University ☐ HKCEC ☐ Others_____

If it will be held outside Hong Kong, please specify details: _____

With probably a Dinner/Banquet ☐ Reception ☐

If a call for paper will be needed, what are the expected numbers from:

Overseas _____ Local _____

Sessions are expected to have (estimated numbers):

Plenary _____ Parallel _____

Speakers are expected to come from (estimated numbers):

HK _____ Overseas_____

Delegates are expected to come from (estimated numbers):

| | Academic | Industry | Others | Total Estimated |
|---|---|---|---|---|
| HK | _____ | _____ | _____ | _____ |
| Overseas | _____ | _____ | _____ | _____ |

Will the HKIE be totally responsible for funding?

☐ Yes (please specify details or provide a preliminary budget)

☐ Providing Cash Flow ☐ Sharing Profit/Loss

☐ No

Please indicate if there are other sources of funding

☐ Sponsorship ☐ Exhibition ☐ Others _____

What will be the treatment if there will be a surplus/deficit from the Conference?

_____

_____

What is the registration fee? HK$ _____ Any discount to the HKIE members? ☐ Yes ☐ No

Did the HKIE previously organise a similar event? ☐ Yes ☐ No

e.g. date, venue, delegate number _____

Scope of Services expected from the Conference & Function Section

☐ Registration/Delegate Services
☐ Sponsorship
☐ Venue Liaison/On-site Management
☐ Social Programme (Dinner/Reception)
☐ Travel Services (Hotels/Tours)
☐ Call for papers and Processing
☐ Marketing Communications
☐ Food & Beverage Arrangement
☐ Publication (Programme/Proceedings)
☐ Exhibition Services

**Submitted by**

**Conference Organising Committee Chairman:**

Name: _____

Signature: _____

Date: _____

Phone: _____

**Endorsed by**

**LSB Chairman/Division Chairman:**

Name: _____

Signature: _____

Date: _____

Phone: _____

*Please attach a list of the composition of the conference organising committees and any relevant information about the event, which will be useful for the evaluation.*

| *For Office Use Only* | *Conference secretariat services will be provided* ☐ Yes ☐ No |
|---|---|
| *Remarks/ Recommendations (if any)* | |

*Appendix 16*

# CONFERENCE BUDGET

**Conference name:**

**Date:**

**Venue:**

| CODE | DESCRIPTION | Budget | Up-to-date status |
|---|---|---|---|
| | **No. of Registrations** | | |
| | Number of Paying Delegates | | |
| | Early Bird Registration | - | - |
| | Normal Registration | - | - |
| | Student Registration | - | - |
| | **TOTAL NO. OF DELEGATES** | - | - |
| | **Income** | **HK$** | **HK$** |
| **10010** | **Registration Income** | | |
| 10011 | - Early Bird Registration @$x,xxx | - | - |
| 10012 | - Normal Registration @$x,xxx | - | - |
| 10013 | - Student Registration @$xxx | - | - |
| | **Income Sub-total** | - | - |
| **10020** | **Sponsorship** | - | - |
| **10030** | **Advertisement** | - | - |
| | **TOTAL INCOME** | - | - |
| | **Expenditure** | | |
| **20010** | **Venue Hire & Conference Equipment** | | |
| 20011 | Theatre & meeting rooms | - | - |
| 20012 | Equipment rental, technicians & provision for others | - | - |
| | | - | - |
| **20020** | **Onsite Decoration, Photography & Other Logistics** | | |
| 20021 | Banners & signages | - | - |
| 20022 | Photography | - | - |
| 20023 | Technical visits transportation | - | - |
| 20024 | Move-in/move-out expenses & other logistics expenses | - | - |
| | | - | - |

SAMPLE

| | | | |
|---|---|---|---|
| **20030** | **Print, Design & Production** | | |
| 20031 | Call for papers & Registration brochure (total xxx copies) | - | - |
| 20032 | Printing of programme (@HK$xx X xxx copies) | - | - |
| 20033 | Printing of proceedings (@HK$xxx X xxx copies) | - | - |
| 20034 | Delegate kit - Conference bag (@HK$xxx X xxx pcs) | - | - |
| 20035 | Miscellaneous (lapel badges, name plates, ad films etc) | - | - |
| | | - | - |
| **20040** | **Communications** | | |
| 20041 | Bulk mailing & lettershopping (for Call for Papers & registration brochures) | - | - |
| 20042 | Advertising | - | - |
| 20043 | Website design & construction | -- | -- |
| 20044 | General postage | - | - |
| 20045 | General local/international despatch services | - | - |
| 20046 | Telecommunication | - | - |
| | | - | - |
| **20050** | **Committees & Speakers** | | |
| 20051 | Committee and Meeting Expenses | - | - |
| 20052 | Speakers' expenses | - | - |
| 20053 | Speakers' souvenirs (@HK$xxx X xx pcs) | - | - |
| | | - | - |
| **20060** | **Food and Beverage** | | |
| 20061 | Coffee/tea and refreshment (@HK$xx X xxx persons X x days X x breaks per day) | - | - |
| 20062 | Luncheon (@HK$xxx X xxx persons X x days) | - | - |
| 20063 | Banquet at hotel & provision for drinks (@HK$xxx X xxx persons) | - | - |
| | | - | - |
| **20070** | **Personnel** | | |
| 20071 | Onsite personnel (Temp staff if needed) | - | - |
| 20072 | Out-of-pocket transportation expenses | - | - |
| 20073 | Administrative fee or PCO fee - full secretariat services | - | - |
| | | - | - |
| **20080** | **Contingency** (10% of total expenditure) | - | - |
| | **TOTAL EXPENDITURE** | - | - |
| | **PROFIT/DEFICIT** | - | - |

Updated on XX/XX/XX

SAMPLE

Approved by Community Service Committee on 12.2.2001; amended 20.2.2003; amended 28.11.2007; endorsed by LSB 13.12.2007; approved by Council 17.1.2008;endorsed by LSB 28.4.2017; approved by Council 11.5.2017; amended 2.9.2017; approved by Council 21.9.2017; updated 12.9.2018

# PUBLIC SERVICE COMMITTEE

## Procedures for Responding to Requests for Nominations

### 1. Preamble

The nomination procedures aim to facilitate Divisions/Committees to make nominations to external boards/committees and encourage HKIE members to contribute their expertise in engineering to the society.

### 2. Procedures for Nominations

(1) Request for nomination is received either by the HKIE Secretariat or by Division(s)/Committee(s). In the event that Division(s)/Committee(s) is/are invited to make nomination(s) of HKIE member(s) to external board(s)/committee(s) directly, such invitations should be referred to the PSC through the HKIE Secretariat for coordination.

(2) All requests shall be followed up by the Secretariat.

(3) After consultation with the PSC Chairman as appropriate, the Secretariat will relay the invitation to relevant or all Division(s)/Committee(s)' Representative(s) on PSC (or the Chairmen/ Deputy Chairmen of the Division(s)/Committee(s) in case of the absence of the PSC Representatives) for nomination. If it is a new invitation for nomination, the Executive will be invited to give advice as to whether the nomination is to be forwarded to the PSC for coordination and to make nomination(s) to the external board(s)/committee(s).

(4) The invitation will also be copied to relevant Discipline Representatives for information and/or nomination. Nomination(s) from Division(s)/Committee(s)/Discipline Representative(s) should be sent to the Secretariat via respective Divisions/Committees' Representatives on PSC /Discipline Representatives. Divisions/Committees/Discipline Representative(s) are requested to observe the deadline for nomination so that timely responses to external boards/committees can be made.

(5) Current appointed member(s) serving on the external board/committee will be informed of the invitation for nomination. They will also be invited to indicate their interests in being re-nominated via their respective Divisions/Committees' Representatives on PSC. Their re-nominations together with the nomination(s) as may be received from other Division(s)/Committee(s) will be forwarded to the Standing Vetting Panel of PSC for consideration and recommendation.

(6) Divisions/Committees' Representatives on PSC shall remind their nominees of any possible conflict of interest that may arise if they wish to be nominated to serve on any external boards/committees. All nominees are required to complete and return a declaration of interest form together with their CVs to the Secretariat for submission to the Standing Vetting Panel of PSC for consideration and recommendation.

(7) To ensure a reasonable turnover of membership and distribution of workload, any person:

(a) should not be recommended to sit on the same external board/committee for more than six years (6-year rule); or
(b) should not serve on more than six boards/committees at any one time (6-board rule). It shall also be applied to include all proposed nomination(s) and nomination(s) being processed by external board/committee.

(8) A Standing Vetting Panel comprising the following members will be appointed at the first PSC meeting of any Session to consider and make recommendation for nomination(s) received from Division(s)/Committee(s):

| | |
|---|---|
| Chairman | Chairman of PSC (in whose absence the Deputy Chairman may deputise) |
| Deputy Chairman | Deputy Chairman of PSC |
| Members | Three PSC members |

The Standing Vetting Panel is advised to declare their interest where appropriate when casting their votes during the decision-making process. The Chairman shall decide whether any member having a direct or personal or pecuniary interest may remain in the process and vote.

The decision of the Standing Vetting Panel shall be made by simple majority. In the event of a tied vote, the Chairman of the Standing Vetting Panel (i.e. the Chairman of PSC) shall have a casting vote.

In the event that the Chairman has direct or personal or pecuniary interest in any matter, the Deputy Chairman or another Panel member shall take over the Chairman role and invite the Panel to consider if the Chairman may remain in the decision-making process and vote for that matter. If the Panel decides that the Chairman shall not remain in the process and vote, he shall also not be entitled to a casting vote. In such case, the Deputy Chairman or another Panel member shall preside over the decision-making process, and shall be entitled to a casting vote in the event of a tied vote.

(9) The nomination(s) as recommended by the Standing Vetting Panel of PSC will be sent to the Chairman of Learned Society Board (LSB) for approval. He may ask the Standing Vetting Panel to re-consider its recommendation if deemed necessary. The Chairman of LSB may also seek advice from the Executive on any nominations prior to his approval.

(10) A formal reply with the approved nomination(s) as signed by the Chief Executive and Secretary, or a Secretariat staff deputising for the Chief Executive and Secretary, on behalf of the Institution will be made to external boards/committees.

(11) All PSC members and nominees will be informed of the approved nominations to external boards/committees after the formal reply is issued.

**Supplementary Notes for Nominations of HKIE Members to External Boards/Committees**

**Objective**

These Notes provide supplementary information for Divisions/Committees in regard to handling invitations for making nominations of HKIE Members to External Boards/Committees. These Notes were recommended by the Task Force on Nominations of HKIE Members onto External Boards/Committees in Session 2016/2017 and were endorsed by the Learned Society Board on 05.09.2016 and approved by the Council on 19.01.2017.

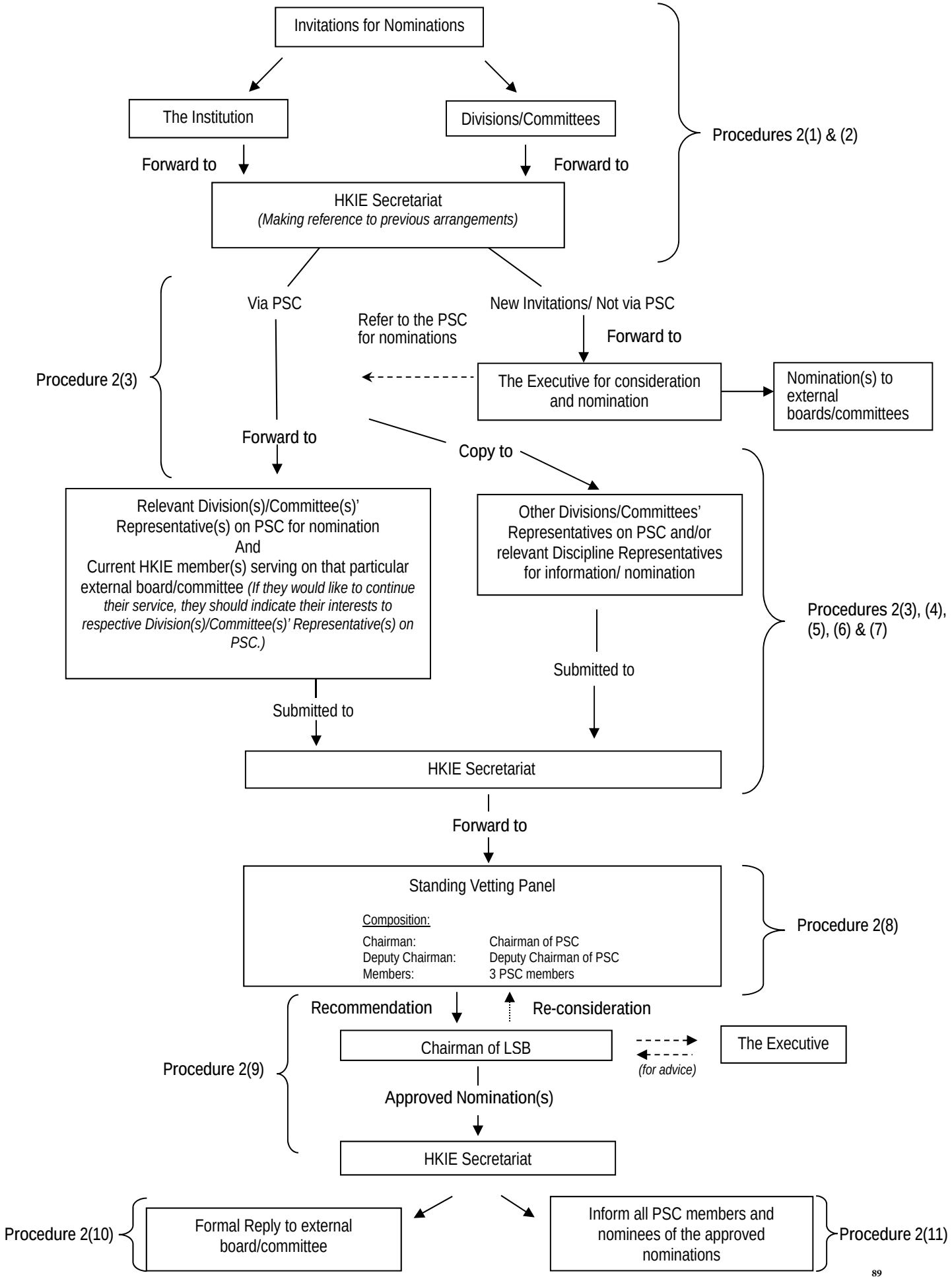
**Points to Note**

1. "Committee" means any of the Committees under Learned Society Board or any other committee as may from time to time be established or appointed by the Council pursuant to Article 18(6)(a) of Constitution, but for this purpose, excluding the Executive.
2. Divisions/Committees should adhere to and comply with the Procedures for Nominations Clause 2(1) if Division(s)/Committee(s) is/are invited to make nomination(s) of HKIE member(s) to external board(s)/committee(s), but under the following exceptional circumstance, Division(s)/Committee(s) may make nomination(s) of HKIE member(s) directly:

   (a) recommending HKIE member(s) to serve on organising committee(s) to carry out learned society activities, such as conferences, seminars, symposia, technical visits and joint events.

Approved by Community Service Committee on 12.2.2001; revised by Executive on 6.9.2003; amended by CSC on 9.9.2004 (by circulation); approved by Executive on 14.9.2004; amended by CSC on 24.11.2005; amended by CSC on 28.11.2007; endorsed by LSB 13.12.2007; approved by Council 17.1.2008; updated 12.9.2018

# Flow Chart of Procedures for Nominations of HKIE Members to External Boards/Committees



Approved by Community Service Committee on 12.2.2001, endorsed by the Administration Board on 3.3.2011 and approved by the Council on 17.3.2011, amended and endorsed by the Executive on 4.6.2011; updated 17.9.2018

# PUBLIC SERVICE COMMITTEE

## Consultation Papers issued by Government and Other Organisations

The Community Service Committee made a review on the procedures for responding to the consultation papers issued by Government and other organisations in December 2000. Following the approval from the Council at its meeting on 19 July 2018 for the formation of Public Service Committee (PSC), the procedures of PSC allow for timely response to be made when necessary and to ensure that the Institution speaks with one voice.

*Procedures for Responding to Requests for Opinions*

1. Request is received either by the Secretariat or by Division(s).

2. All requests shall be followed up by the Secretariat.

3. After consultation with the Chairman of PSC, the Secretariat identifies the relevant Division(s) and contacts their representative(s) on PSC or the Chairmen/Deputy Chairmen of these Divisions (in case of the absence of the PSC Representatives) and passes on the request, with a note of deadline for consultation. The opinion(s) should be sent to the Secretariat. Division(s) is/are requested to observe the deadline so that timely responses to outside bodies can be made.

4. The Secretariat will inform the Chairman of PSC, or his Deputy Chairman if he is unavailable, of action taken.

5. PSC Members will also be informed of the action taken.

6. The Chairman (or Deputy Chairman) and the Secretariat check the contents.

7. An ad hoc working group will be set up to review and prepare the comments on the consultation papers received if the Chairman/Deputy Chairman considers it necessary.

   The composition of the ad hoc working group is as follows:

| | |
|---|---|
| Chairman | Chairman of PSC (in whose absence the Deputy Chairman may deputise) |
| Deputy Chairman | Deputy Chairman of PSC |
| Members | PSC Members |
| Co-opted Members | Appointed by the Ad Hoc Working Group |

8. In the case of a particular sensitive issue, the Executive may have to be asked for approval.

9. The reply is issued on behalf of the Institution signed by the Chief Executive and Secretary or a Secretariat staff deputising for the Chief Executive and Secretary.

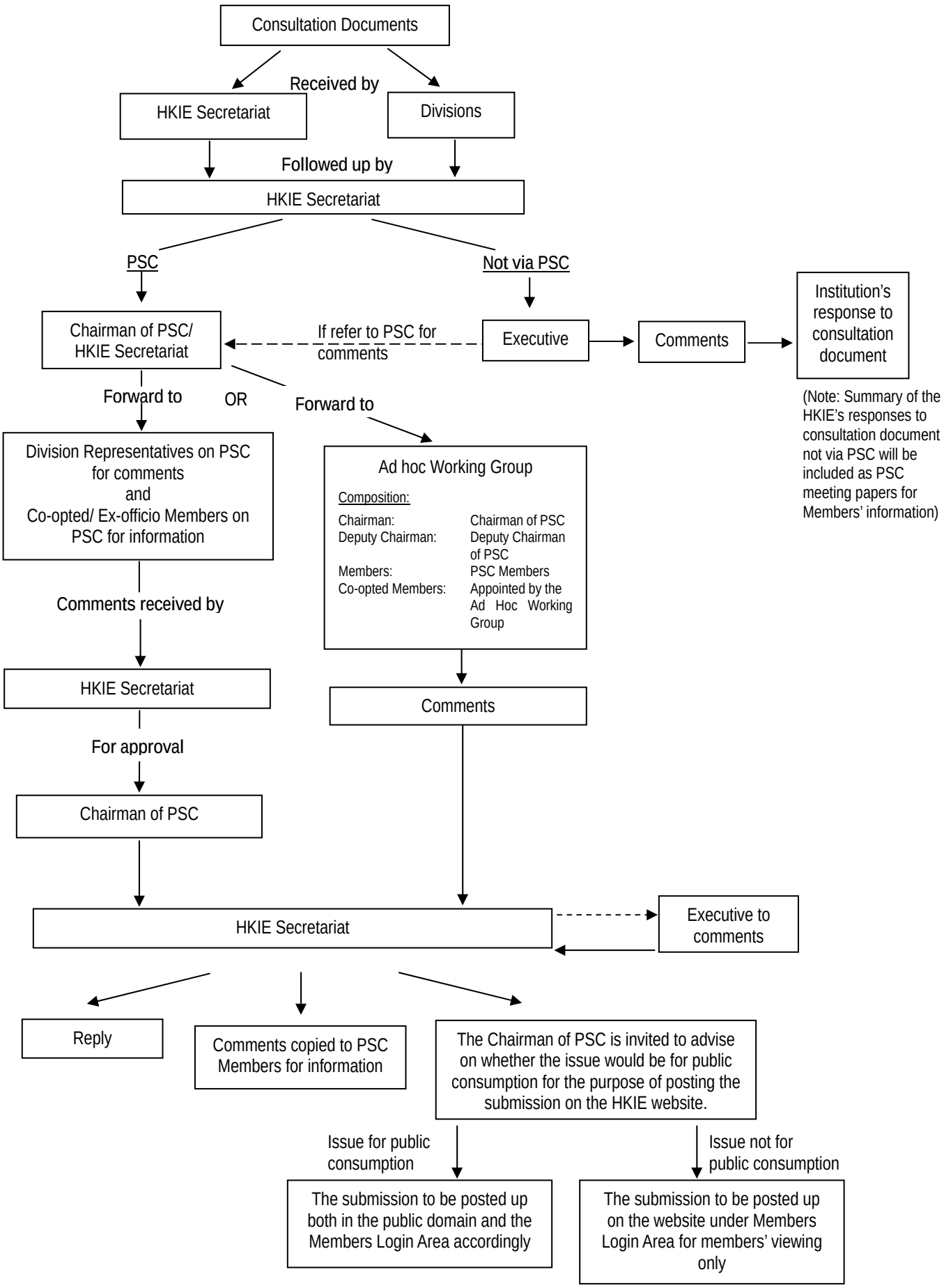
10. Copy of reply to external organisation will be sent to all PSC Members for information.

11. The Chairman of PSC is to advise on whether the issue would be for public consumption for the purpose of posting the submission on the HKIE website.

12. Regarding issue for public consumption, the full version of submission will be posted up in the public domain of the HKIE website, i.e., under “Institution’s Opinions” column, and the Members Login Area for members’ viewing. Regarding issue not for public consumption, the submission will only be posted up on the website under the Members Login Area for members’ viewing.

Approved by Community Service Committee on 12.2.2001; amended by Community Service Committee on 9.9.2004 (by circulation), approved by Executive on 14.9.2004, updated 12.9.2018; endorsed by the Administration Board on 3.3.2011 and approved by the Council on 17.3.2011, amended and endorsed by the Executive on 4.6.2011; updated 17.9.2018

# Flow Chart of Responding to Requests for Opinions



# PROCEDURES FOR DIVISIONS TO COLLECT FEES BY CREDIT CARDS

Item (i) of the Rules for Divisional Accounts under Section 4.1.2 indicated that inward payments to be made by credit cards are allowed. The procedures are as follows:

**Step 1**

If Division would like to collect payments by means of credit cards[Note (1)], they must prepare a credit card authorisation form[Note (2)] to be completed by the payee. After receiving the authorisation forms from the participants, Honorary Treasurer should complete a payment debit form[Note (3)] according to the information in the credit card authorisation forms.

**Step 2**

After then, a soft copy of the completed payment debit form (in floppy disk) together with the original credit card authorisation forms signed by the payees should be sent to the Senior Executive Manager – Finance & Administration for processing with bank.

**Step 3**

When the payment is received from the bank, Finance Section will arrange the received **net amount*** to be returned to the Division.

* Net amount = Payment received less bank charges

If the payment collection is rejected by the bank or there is query from the bank, the cases will be referred to the Division to follow up.

*Notes:*

1. Credit Card
   - Only Visa or Master Cards can be accepted.

2. Credit Card Authorisation Form
   - Fee collection by means of credit cards must be supported by authorisation forms which are completed and signed by the credit card holders. Divisions must request the credit card holders to complete the credit card authorisation forms before we can arrange with bank to debit their credit card accounts. The authorisation form must include the following information:
     - Credit card number
     - Cardholder's name
     - Card expiry date
     - Payment amount

- Purpose of the payment (e.g. Seminar for XXX)
- Cardholder's signature
- Membership number (for reference)

3. Payment Debit Form
   - A soft copy of which is available from the Finance Section.
   - Honorary Treasurer must complete the payment debit form, by filling in the following information:
     - Credit card number
     - Expiry date in the form of yymm (e.g. the expiry date printed on the credit card is 12/30, "30/12" should be filled in the expiry date column.)
     - Payment amount
     - Cardholder's name
     - Processing date

# BUSINESS INTERNET BANKING SERVICES FOR DIVISIONS AND COMMITTEES

Item (k) of the Rules for Division Accounts under Section 4.1.2 indicated that internet banking service is allowed for the Divisions and Committees to arrange internal transfer[Note 1] and inter-Division transfer transactions and to check bank balances. The general guidelines, steps to use and important notes are as follows:

## General Guidelines

(a) If Divisions/Committees wish to use the internet banking services, the Hon Treasurers of Divisions/Committees have to submit request to the Secretariat by completing an application form as attached in **Appendix 19.1**.

(b) Chairman and Hon Treasurer of a Division/Committee could check their bank balances via internet banking system.

(c) Only "internal" and "inter-Division" transfer transactions are allowed via internet banking and that both Hon Treasurers and Chairmen of the Divisions/Committees are required to authorise each internal and inter-Division transfer transactions.

(d) Normally, the Chairman and Hon Treasurer will only be authorised to use the internet banking services up to the end of July of each year and a new application for the new Session has to be submitted.

(e) If there is a change in Chairman or Hon Treasurer, the Division/Committee is required to inform the Secretariat as soon as possible so that the Secretariat could change the Secondary Users accordingly.

## Steps to use Internet Banking Services

(a) After receiving the request from Division/Committee for internet banking services, the Finance Section will arrange the Chairman and Hon Treasurer to be the Secondary Users.

(b) The Users will receive 6-digit authentication codes via SMS from the HSBC.

(c) The Users download HSBC HK Business Express Mobile App from the App Store or Google Play Store. Open the App and go to "Register Business Internet Banking". Once finished registering, log on to the business internet banking and activate your Mobile Security Key.

(d) Register the business internet banking on the HSBC website at www.hsbc.com.hk. (Please note that the principal account number for the registration is 025-014580-001).

(e) After registration, you can log on the business internet banking on the HSBC website.

(f) For checking bank balances:

   (i) Click "Accounts" to see the balances of the bank accounts of your Division/Committee.

(ii) Click the balance figure of each account to further check on the transactions.

(g) For internal transfer between savings and current accounts:

(i) Hon Treasurer should click “Transfer” icon.
(ii) Complete the details required and click “Make Transfer” icon for sending the transfer instruction to bank.
(iii) Request your Chairman to authorize your instruction.
(iv) Chairman should click “Authorisation” icon under “MyHSBC” and then “Authorisation” under “Cash Management” to authorize the pending transaction prepared by Hon Treasurer.

(h) For inter-Division transfer:

(i) Hon Treasurer should click “Payment” icon.
(ii) Complete the details required.
(iii) Choose from the “Beneficiary List” for the designated Division account.
(iv) Click “Make Payment” icon to send the inter-Division transfer instruction to bank.
(v) Request your Chairman to authorize your instruction.
(vi) Chairman should click “Authorization” under “MyHSBC” and then “Authroisation” under “Cash Management” to authorize the pending transaction prepared by Hon Treasurer.

(i) The daily limit for total internal transfer transactions is HK$100,000.

(j) The daily limit for total inter-Division transfer transactions is HK$10,000.

**Important Notes**

(a) Keep your username and password CONFIDENTIAL.
(b) DON’T pass the password and security device to other persons to make transfers or check balances on your behalf.
(c) Prevent accessing internet banking services with “Wi-Fi” due to security reason.

Note 1: Internal transfer means transfers between savings and current accounts of an individual Division and Committee.

# THE HONG KONG INSTITUTION OF ENGINEERS

## APPLICATION FOR DIVISION/COMMITTEE INTERNET BANKING SERVICES

### FOR SESSION_____

To: Senior Executive Manager – Finance & Administration
From: Hon Treasurer, _____Division/Committee
Date:_____

We would like to apply for the internet banking services for the bank account(s) of our Division/Committee. It was resolved by the Division/Committee that our Chairman and the undersigned are authorized to be the users of the internet banking for Session _____. Please create the following users of the internet banking with the following information:

**Details of Chairman**

| | |
|---|---|
| Full Name: | |
| HK ID Number: | |
| Short/User Name: (six digits) | |
| Mobile Phone No.: | |
| Email Address: | |

**Details of Hon Treasurer**

| | |
|---|---|
| Full Name: | |
| HK ID Number: | |
| Short/User Name: (six digits) | |
| Mobile Phone No.: | |
| Email Address: | |

Confirmed by

_____
Signature

_____
Block letters Hon Treasurer, _____Division/Committee

# DIVISION QUARTERLY REPORT


- Summary Sheet (Page 1 of 5)
- Receipts Analysis (Page 2 of 5)
- Registration Fee Receipt Details (Page 3 of 5)
- Payment Analysis (Page 4 of 5)
- List of I & E Item Codes (Page 5 of 5)

**THE HONG KONG INSTITUTION OF ENGINEERS**

**DIVISION QUARTERLY REPORT FROM ____(Date)____ TO ____(Date)____**

**_____ DIVISION**

**SUMMARY SHEET**

| | | | | |
|---|---|---|---|---|
| 1 | Total Cash Balance at | _____ (last report date) | | _____ (2 + 3 + 4) |
| | 2 - Current Account | | _____ | |
| | 3 - Savings Account | | _____ | |
| | 4 - Petty Cash | | _____ | |
| 5 | Add: Receipts for the Period (Pg 2): | | | _____ (6 + 7 + 8) |
| | 6 - Current Account | | _____ | |
| | 7 - Savings Account | | _____ | |
| | 8 - Petty Cash | | _____ | |
| 9 | Less: Payments for the Period (Pg 3): | | | _____ (10 + 11 + 12) |
| | 10 - Current Account | | _____ | |
| | 11 - Savings Account | | _____ | |
| | 12 - Petty Cash | | _____ | |
| 13 | Total Cash Balance at | _____ (this report date) | | _____ (1 + 5 - 9) |
| | 14 - Current Account | | _____ (2 + 6 - 10) | |
| | 15 - Savings Account | | _____ (3 + 7 - 11) | |
| | 16 - Petty Cash in Hand | | _____ (4 + 8 - 12) | |

| _____ | _____ | _____ | _____ |
|---|---|---|---|
| **Chairman** | **Date** | **Treasurer** | **Date** |

Note: For Divisions with Savings Account, please attach a copy of the relevant pages of the Passbook, if applicable.

**THE HONG KONG INSTITUTION OF ENGINEERS**

**DIVISION QUARTERLY REPORT FROM _____(Date)_____ TO _____(Date)_____**

**RECEIPTS ANALYSIS**

**_____ DIVISION**

| Date | Ref No | Description | Received from Div/ Student Ch/ HQs (Note 3) | I & E Item Code (Note 4) | Amount HK$ |
|---|---|---|---|---|---|
| CURRENT ACCOUNT | | | | | |
| | 1 | | | | |
| | 2 | | | | |
| | 3 | | | | |
| | 4 | | | | |
| | 5 | | | | |
| | 6 | | | | |
| | 7 | | | | |
| | 8 | | | | |
| | 9 | | | | |
| | 10 | | | | |
| | | | TOTAL: | TOTAL: | |
| SAVINGS ACCOUNT | | | | | |
| | 1 | | | | |
| | 2 | | | | |
| | 3 | | | | |
| | 4 | | | | |
| | 5 | | | | |
| | | | TOTAL: | TOTAL: | |
| PETTY CASH | | | | | |
| | 1 | | | | |
| | 2 | | | | |
| | 3 | | | | |
| | | | TOTAL: | TOTAL: | |

**Chairman** **Date** **Treasurer** **Treasurer** **Date**

Note: (1) Please use separate sheet if spaces provided is insufficient.

(2) Attach documentation for each receipt if available.

(3) If the amount is received from HQs/ Divisions/ Committees /Student Chapters, please indicate HQs or the name of the related Divisions/Committees/Student Chapters.

(4) Please put an item number (from List of I & E Item Codes) against each line.

**THE HONG KONG INSTITUTION OF ENGINEERS**

**DIVISION QUARTERLY REPORT FROM ____(Date)____ TO ___(Date)____**

**REGISTRATION FEE RECEIPT DETAILS**

**____________________ DIVISION**

| Receipt Analysis Ref No. | Name of Events | Class of HKIE Membership | Amount HK$ |
|---|---|---|---|
| | | | |
| | | | |
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| | | | |
| | | | |
| | | TOTAL: | |

| Chairman | Date | Treasurer | Date |
|---|---|---|---|

Note: 1. Please use separate sheet if spaces provided is insufficient.

**THE HONG KONG INSTITUTION OF ENGINEERS**

**DIVISION QUARTERLY REPORT FROM ____(Date)____ TO ____(Date)____**

**PAYMENT ANALYSIS**

**_____ DIVISION**

| Date | Ref No | Description | Payment to Div/ Student Ch/HQs (Note 3) | I & E Item Code (Note 4) | Cheque No | Amount HK$ |
|---|---|---|---|---|---|---|
| | CURRENT ACCOUNT | | | | | |
| | 1 | | | | | |
| | 2 | | | | | |
| | 3 | | | | | |
| | 4 | | | | | |
| | 5 | | | | | |
| | 6 | | | | | |
| | 7 | | | | | |
| | 8 | | | | | |
| | 9 | | | | | |
| | 10 | | | | | |
| | 11 | | | | | |
| | 12 | | | | | |
| | | | | | TOTAL: | |
| | SAVINGS ACCOUNT | | | | | |
| | 1 | | | | | |
| | 2 | | | | | |
| | 3 | | | | | |
| | 4 | | | | | |
| | 5 | | | | | |
| | | | | | TOTAL: | |
| | PETTY CASH | | | | | |
| | 1 | | | | | |
| | 2 | | | | | |
| | 3 | | | | | |
| | | | | | TOTAL: | |

**Chairman** **Date** **Treasurer** **Date**

Note: (1) Please use separate sheet if spaces provided is insufficient.

(2) Original invoices (or otherwise, memo) must be certified, and attached to this report.

(3) If the amount is paid to HQs/ Divisions/ Committees/ Students Chapters, please indicate HQs or the name of related Divisions/Committees/Student Chapters.

(4) Please put an item number (from List of I & E Item Codes) against each line.

**List of I & E Item Codes**

| **Code** | **Description** |
|---|---|
| C1 | Sundry Income |
| C2 | Sponsorship |
| C3 | Donations |
| C4 | Interest |
| C5 | Special Income |
| C6 | Affiliate Subscription |
| C10 | Other Income – (please specify) |
| | |
| E1 | Printing & Stationery |
| E2 | Postage |
| E3 | Meeting/Catering Expenses |
| E3.1 | Catering – H.O. Charges |
| E4 | Sundries |
| E5 | Souvenirs |
| E6 | AGM (all expenses) |
| E7 | Bank Charges |
| E8 | Travelling |
| E9 | Speakers Fees |
| E10 | Venue Hire |
| E11 | Sponsorship |
| E12 | Head Office Functions |
| E20 | Other Expenditure – (please specify) |

(E31 to E39 are reserved for Division's use)

| | | |
|---|---|---|
| E31 | Special Event 1 - ( | ) |
| E32 | Special Event 2 - ( | ) |
| E33 | Special Event 3 - ( | ) |
| E34 | Special Event 4 - ( | ) |
| E35 | Special Event 5 - ( | ) |
| E36 | Special Event 6 - ( | ) |
| E37 | Special Event 7 - ( | ) |
| E38 | Special Event 8 - ( | ) |
| E39 | Special Event 9 - ( | ) |

# THE HONG KONG INSTITUTION OF ENGINEERS
# DIVISIONAL INCOME & EXPENDITURE ACCOUNT (I & E)
# FOR THE PERIOD FROM
# 01/04/2025 TO 31/03/2026 (EXAMPLE)

XXX DIVISION

| INCOME | | 1st Quarter Apr-Jun 2025 | 2nd Quarter Jul-Sep 2025 | 3rd Quarter Oct-Dec 2025 | 4th Quarter Jan-Mar 2026 | Year-to-date Total |
|---|---|---|---|---|---|---|
| C1 | Sunday Income | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| C2 | Sponsorship | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| C3 | Donations | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| C4 | Interest | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| C5 | Special Income | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| C6 | Affiliate Subscription | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| C10 | Other Income | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| EXPENDITURE | | | | | | |
| E1 | Printing & Stationery | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| E2 | Postage | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| E3 | Meeting / Catering Expenses | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| E3.1 | Catering – H.O. Charges | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| E4 | Sundries | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| E5 | Souvenirs | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| E6 | AGM (all expenses) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| E7 | Bank Charges | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| E8 | Travelling | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| E9 | Speakers Fees | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| E10 | Venue Hire | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| E11 | Sponsorship | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| E12 | Head Office Functions | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| E20 | Other Expenditure | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | (A) 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| E31 | ) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| E32 | ) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| E33 | ) Events to be identified by Divisions | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| E34 | ) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| E35 | ) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| E36 | ) | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | | (B) 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| | Total Expenditure | (A)+(B) 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Surplus/(Deficit) Before Approved Allocations | | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Surplus b/f from 2024/2025 | | | | | | 0.00 |
| 2025/2026 Approved Allocations | | | | | | 0.00 |
| Accumulated Surplus/(Deficit) c/f | | | | | | 0.00 |

SAMPLE

Treasurer : _____

Date : _____

Chairman : _____

Date : _____

Prepared by: Accounts, Headquarters

# STATEMENT OF ALLOCATION 2025/2026 – 2ND PAYMENT (SAMPLE)

| | | XXX Division |
|---|---|---|
| 2025/2026 Approved Allocation | | 35,000.00 |
| Add : | 50% Share of Affiliate Subscription (2025/2026) | 540.00 |
| Less : | Remittance from the HQ on 31 May 2025 | (17,500.00) |
| Revert 25% "Surplus Exceed Allocation –2024/2025" (Note 1) | | (500.00) |
| Balance payable to Division in September 2025 | | 17,540.00 |

SAMPLE

Note 1: 25% Surplus Exceed Allocation – 2024/2025

| | |
|---|---|
| 2024/2025 End of Year Surplus | 30,000.00 |
| 2024/2025 Allocation | 28,000.00 |
| Surplus Exceed Allocation | 2,000.00 |
| 25% "Surplus Exceed Allocation" to be reverted to HQ | 500.00 |

# GUIDELINES ON "RETURNABLE SURPLUS" FOR DIVISIONS

Item (x) of the Rules for Division Accounts under Section 4.1.2 requires that "25% of the amount by which the surplus exceeds 100% of the budget allocation (for the year) will be clawed back to the HKIE central funds". This means that divisions which have a particularly good year are required to pay back part of these funds.

There are good reasons for the rule but the Administration Board has expressed sympathy with divisions required to "hand back" divisional funds. The purpose of the rule is to ensure, as far as possible, that Institution funds are used for the professional benefit of members. Requests for use by divisions of the "returnable element" of a surplus for a **recognised professional purpose** are therefore likely to be granted, at the discretion of the Administration Board.

For accounting purposes, the process will work as follows: -

(a) Any Division with a "returnable element" of its end of year surplus will be aware of the amount involved at the time the end of year accounts are drawn up (to 31 March). The sum involved will be deducted from allocations made to the Division in the following year.

(b) A Division which wishes to retain the "returnable element" for a particular purpose, such as promotion funds for a divisional event which will produce income later, should apply with appropriate details. Such a request will usually be granted with the transfer back to the Division in the form of an interest-free loan.

(c) A Division which wishes to reduce its surplus by making a donation or contribution, towards a particular need of the Institution as a whole is welcome to make such an offer. Such a donation might be for such elements as:

(i) improvements to facilities at HQ,

(ii) sponsorship for YMC Delegation Tour,

(iii) the Benevolent Fund.

Ultimate discretion for implementation rests with the Administration Board.

# THE BASIS OF SUPPLEMENTARY PROVISIONS AND THE MODUS OPERANDI

Item (y) of the Rules for Division Accounts under Section 4.1.2 stated the conditions for Divisions to apply for supplementary provisions. The basis of the supplementary provisions and the modus operandi are as follows:

The maximum supplementary provisions allowed for an application will be 20% of the budget allocation to the Division for the year.

At the financial year end, if the accumulated surplus of the Division, which has been granted supplementary provisions, is more than 70% of the accumulated surplus brought forward from last year, the Division shall return to the HKIE the residual of the supplementary provisions up to the amount given. An illustration is set out below for easy reference.

Any application for supplementary provisions will be considered after the submission of the 2nd quarterly reports together with the supplementary provisions on application form* to the Senior Executive Manager – Finance & Administration not later than the end of October of each year. The result of the application will be provided within a month of the submission or by the end of November whichever is the earlier.

** Application form is available from the Senior Executive Manager – Finance & Administration upon request.*

***Illustration for Application by Division for Supplementary Provisions***

Division A

**At the end of 2nd Quarter of 2025/2026:**

| | **HK$** |
|---|---|
| Accumulated Surplus as at 1 April 2025 | **A** |
| Budget allocation for 2025/26 | **B** |
| Funds for Planned activities for 2025/26 | **C** |

If C > (B + 30% x A), Division A can apply for supplementary provisions.

| | |
|---|---|
| Supplementary provisions for 2025/26 | **D** |
| | (D = C – (B + 30% x A)) |
| | (Max. of D = 20% x B) |

**After the end of 2025/2026:**

| | |
|---|---|
| Accumulated Surplus as at 31 March 2026 | **E** |

If E > 70% x A, residual of supplementary provisions has to be returned to the HKIE.

| | |
|---|---|
| Residual of supplementary provisions | **F** |
| | (F = E – 70% x A) |
| | (Max. of F = D) |

# HOSPITALITY GUIDELINES FOR INSTITUTION/DIVISIONS/COMMITTEES

The Institution and its Divisions/Committees may organise various activities involving special guests, e.g. principal guests, guests of honour, guest speakers. Offering hospitality to guests is a fairly widespread practice in a learned society and forms part of the event. As stipulated in the General Guidelines for Divisional Expenses[1], unless outside guests are invited or in special cases approved by the Division Committee, the HKIE Division funds should normally not be used to pay for the dinner or social functions exclusively attended by Division Members.[2]

2. This document provides specific guidelines on provision of official meals in events or meetings organised by the Institution/Divisions/Committees. The Institution recognises that the practice of hospitality is important in building effective relationships in the industry. These guidelines seek to put in place parameters to ensure that such activities are proportionate and justifiable and handled transparently.

## General Principles

3. Official meals charged to the Institution/Divisions/Committees should be provided with good cause and only if the meal is directly related to the discharge of official duties or forms a necessary part of making or maintaining contacts in an official capacity at the events or meetings. While the practice of hospitality is fairly widespread in the industry and a culture which forms part of the event, and there are various situations whereby extending hospitality is deemed necessary, the Institution/Divisions/Committees must exercise prudent judgment and economy when entertaining guests, to avoid any perception of extravagance.

## Provision of Official Meals

4. The guest should normally be a person who render a service to the Institution/ Division/Committee (e.g. principal guest, guest of honour, guest speaker), or to whom the Institution/Division/Committee wishes to extend goodwill and who is present at a meeting or event at the invitation of an Officer of the Institution or an Honorary Officer of a Division/Committee or a key member authorised to host the activity. Spouses of the guests and the spouse of the host may be allowed if their attendance serves a business purpose, or it is necessary to invite them to assist in receiving the guests and/or the spouses of the guests.

5. The frequency of official meal and the number for Committee Members attending should be kept to the minimum. Lavish official meals must be avoided. Situations where official meals may be arranged include:

a. Lunch meeting with guests
   A lunch meeting may be arranged for guests (e.g. visitors from institutions

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[1] Division Manual (November 2020), para. 4.1.3(a).

[2] Meals that recognise personal occasions (e.g. weddings, birthdays and birth of a child) should be treated as personal expenditure. Official meals under in this guideline do not include Annual Dinner and AGM Dinner.

having/discussing an agreement of co-operation with the Institution/Divisions/Committees, etc) to meet with committee members or after a courtesy visit.

b. Pre-event welcome dinner with guests

In some of the major events, e.g. conference, annual symposium, etc, the Institution/Divisions/Committees may invite the speakers and related guests (e.g. Guest of Honour, etc) to a pre-event welcome dinner, during which the key members of the organising committees would welcome the speakers and brief them on the arrangement of the event over the dinner.

c. Thank you dinner with guests

The key members of the organising committees may invite the speakers or/and special guests (e.g. Guest of Honour, etc) for a post-event dinner to appreciate their voluntary contributions.

d. Post-event evaluation cum dinner/gathering

Some of the annual major events, e.g. conference, annual symposium, annual dinner etc, rely on the substantial effort from the organising committees and helpers. The organising committee may propose to have a post-event review cum appreciation gathering with key organising committee members and helpers.

6. Below are the guidelines on the expenditure limits, where both requirements - maximum cost per person and maximum cost per event should be complied with:

| **Meal** | **Maximum cost per person** | **Maximum cost per event** |
|---|---|---|
| a. Lunch meeting with guests | HK$450 | Number of guests x 3 x HK$450<br>or HK$1,800 whichever is higher |
| b. Pre-event welcome dinner with guests for major events (e.g. Conference, Annual Symposium) | HK$650 | Number of guests x 3 x HK$650<br>or HK$2,600 whichever is higher |
| c. Thank you Dinner with guests<br>(i) for major events (e.g. Conference, Annual Symposium) | HK$650 | Number of guests x 3 x HK$650<br>or HK$2,600 whichever is higher |
| (ii) for normal learned society events (e.g. technical seminar) | HK$450 | Number of guests x 3 x HK$450<br>or HK$1,800 whichever is higher |

| | | |
|---|---|---|
| d. Post-event review cum dinner after major events | HK$450 | HK$6,000 |

*Note: Some examples are provided in the Annex to illustrate the requirements of maximum cost per person and maximum cost per event in various situations.*

7. The maximum amounts allowed should include all expenses incurred on food and beverages consumed on the occasion, service charges and tips. Costs of food and beverages that are separately procured and provided for consumption at the same meal are included in the limits. The names and positions of the guests and attendees of the official meal must be recorded in the receipt.

8. On the occasions that the expenses exceed the limits stipulated in the Guidelines, (i) for events at the institutional level, written approval from the Senior Vice President (in the case of the expenses of Senior Vice President, the President) is required; and (ii) for events at divisional level, written approval from Honorary Treasurer of the Division/Committee (in the case of the expenses of the Honorary Treasurer, the Chairman of Division/Committee) is required.

9. Divisions/Committees shall refer to the Rules for Divisional Accounts[3] for payment arrangements.

10. These guidelines will be reviewed and updated from time to time as necessary.

The HKIE Secretariat
April 2021

[3] Division Manual (November 2020), para. 4.1.2.

**Annex**

## Examples Illustrating the Requirements in Various Situations

| Meal | Attendees | Expenses | Rationale |
|---|---|---|---|
| Lunch meeting with guest(s) | ● 1 Visitor from other engineering institution<br>● 3 HKIE members | HK$1,500 | Max cost per person:<br>$1,500/4 = $375 < $450, thus ok<br><br>Max cost per event:<br>$1,500> 1x3x$450= $1,350,<br>but<br>$1,500 < $1,800, thus ok<br><br>Both requirements under cl 6 have been satisfied. |
| Pre-event welcome dinner with guests | ● 2 keynote speakers and 3 invited guests from external co-organisers/ organisations for an institutional conference<br>● 7 OC / committee members from HKIE Divisions | HK$9,000 | Max cost per person:<br>$9,000/(2+3+7) = $750 > $650, thus not ok<br><br>Max cost per event:<br>$9,000 < (2+3)x3x$650 = $9,750, thus ok<br><br>Since max cost per person requirement cannot be satisfied, written approval from Senior Vice President is required for this case as per cl 8. |
| Thank you dinner with guests for normal learned society events | ● 1 speaker of a divisional technical seminar<br>● 2 Division committee members | HK$1,500 | Max cost per person:<br>$1,500/(1+2) = $500 > $450, thus not ok<br><br>Max cost per event:<br>$1,500 > 1x3x$450 = $1,350,<br>but<br>$1,500<$1,800, thus ok<br><br>Since max cost per person requirement cannot be satisfied, written approval from Hon Treasurer of Division is required for this case as per cl 8. |
| Post-event review cum dinner after major events | ● 3 OC members of a divisional annual conference<br>● 2 committee members from HKIE Divisions<br>● 5 helpers | HK$4,500 | Max cost per person:<br>$4,500/(3+2+5) = $450 not > $450,<br>thus ok<br><br>Max cost per event:<br>$4,500 <$6,000, thus ok<br><br>Both requirements under cl 6 have been satisfied. |
| Working lunch (reference to "Lunch meeting with guests") | ● 4 invited judges for a competition<br>● 4 OC/committee members from HKIE Divisions<br>● 4 helpers | HK$3,600 | Max cost person:<br>$3,600/(4+4+4) = $300 not >$450,<br>thus ok<br><br>Max cost per event:<br>$3,600 < 4x3x $450= $5,400, thus ok<br><br>Both requirements under cl 6 have been satisfied. |

**Guidelines for HKIE Divisions/Committees as Supporting Organisations of Other Organisation's Activities**

The guidelines address the issue when HKIE Divisions / Committees are invited as supporting organizations of other organisation's activities.

**Objectives**

- Promote learned society activities to HKIE members
- Protect the HKIE image from being used for commercial activities promotion
- Protect the HKIE from possible financial liability

*(By commercial activities, it refers to those activities which result in commercial benefits derived from those activities for some particular organisation(s). For example, a high charging fee event.)*

**To Avoid**

- HKIE's name and logo being used by other organization for possible commercial promotion.
  *(By commercial activities, it refers to those activities which result in commercial benefits derived from those activities for some particular organisation(s). For example, a high charging fee event.)*
- HKIE as a participating organization but physically without any control of the named activities.
- HKIE to support some possible lower quality learned activities and services.

*(In the case of the invitations from political parties and pressure groups, the invitation should be referred to the HKIE HQs.)*

**Suggested Procedures**

The following procedure consists of three stages, the pre-assessment stage is to collect required information, the assessment stage is to assess our participation as a supporting organization, the follow-up stage is to foresee our HKIE name, image and logo are properly being utilized.

*(The logo here means the HKIE logo with or without the name of Division/Committee under the logo.)*

HKIE THE HONG KONG INSTITUTION OF ENGINEERS 香港工程師學會

or

HKIE THE HONG KONG INSTITUTION OF ENGINEERS 香港工程師學會

Mechanical, Marine, Naval Architecture & Chemical Division
機械、輪機、造船及化工分部

**A. Pre-assessment Stage**

Upon the receipt of a request from an external organization inviting HKIE Division/Committee as an supporting organization for the event organized/managed by that external organization, the following information should be collected for assessment.

- Name and function of the event, organizer and co-organizers (if any)
- Financial implications (either directly or indirectly pay by HKIE)
- Other intended organization to be invited as supporting organizations, including other HKIE Division/Committee
- If a fee is charged for the event, the details of the fee. Any discount/free tickets for HKIE members

- The type of services and contribution required as a supporting organization, e.g. the required promotion logistics
- If similar previous event was held, the comment and review data for that event should also be collected

Assessment can then be made upon the above information is collected.

**B. Assessment Stage**

1. Subject Relevancy
   - The theme and objectives of the activity should be checked for not contradicting to HKIE's values and objectives.
   - In case of the generality of the activity, the event can also be passed to HKIE CPD Committee for consideration.
2. Financial Aspect
   - As a supporting organization, there should be no financial implication to HKIE
   - On the other hand, if HKIE is acting as supporter, it serves to attract other non HKIE participants by the implication that the course is endorsed by HKIE. Hence, our HKIE 'value' is given out to help and raise the status of the organizer.
3. Fee of the activities
   - The fee to HKIE participants should also be checked to be reasonable.
   - We need also to consider the reasonableness of the discounted fee applied to HKIE members, by giving support as a supporting organization, it has implication that HKIE agreed such fee charging.
4. Previous cooperation, if any
   - No adverse comment on previous cooperation of the organizer and from previous similar event's HKIE participants
5. HKIE image
   - If acted as a supporting organization, we need to check the equivalency of other supporting organizations when compared with HKIE.
   - When two or more HKIE Divisions/Committees are invited to be supporting organisations of a single event, HKIE HQs should be consulted so that HKIE (HQs) can act as a single support organization. In this case, HKIE HQs will coordinate Divisions/Committees' participation in the event including the tickets/seats allocations to Divisions/Committees concerned.
   - We should also assess whether HKIE status can be raised if HKIE as supporting organization and any benefits so derived for HKIE as a whole.
6. Creation of additional qualification

If the course provided a title by passing an examination, it will have an implication that HKIE by supporting the course hence leading to the support of that created title. If the title is related to the engineering profession, advice from HKIE Qualification & Membership board should be sought when and where necessary.

If there is no adverse effect and concerns from the above assessment, HKIE Division/Committee can give the required support as a supporting organization.

**C. Follow-up Stage**

After agreeing to be a supporting organization, the Division/Committee should ask the organizer to provide the promotion materials if any (e.g. poster, website) for correctness checking as well as for record purpose. In case of irregularities, the Division/Committee is required to follow up. If committed on the required promotion logistic, we need to act accordingly. For those high-charging fee events, it is suggested that the event organizer should consider putting an advertisement in our journal "Hong Kong Engineer". A review should also be conducted after the event.

FCC
Prepared on 3 Aug 2011
(Updated on 29 June 2021)

**Guidelines for HKIE Divisions/Committees to Invite Other Organisation as Co-organiser with a Financial Commitment for HKIE Activities**

The guidelines address the issue when HKIE Divisions / Committees invite other organization as co-organiser with a financial commitment for HKIE activities.

**Objectives**

- Promote learned society activities to HKIE members
- Raise HKIE image in the related engineering field
- Protect the HKIE image
- Share possible financial risks in organizing such activities

**To Avoid**

- HKIE's name and logo being used to indirectly promote other organization
- HKIE to lose control when co-organize with other organizations
- HKIE to lose control on the quality learned activities and services
- HKIE to avoid dispute on financial surplus or deficit matters

**Needs for Inviting Other Organization as Co-organizer with Financial Commitment**

The needs to invite as co-organizer with financial commitment can be broadly defined as below:

- The extent of the members' participation of other organization
- The expenditure may cause a relative high financial burden to HKIE and the co-organizer can share such a risk
- The sharing of financial expenses is expected to be 50 – 50
- The extent that the other organization in preparing the activities. It could share the preparation of the logistics of the activity e.g. speakers invitation, speakers from the co-organizer, arrangement of venue, promotion outside HK, etc.
- The co-organizing organization and HKIE is to take turns to lead the activity as the organizer

**Suggested Procedures**

The following procedure consists of three stages. Firstly, consider whether co-organizer is needed for the activity, if so, suitable organization should be identified. The participation of the co-organizers should then follow the administrative guidelines. The follow-up stage is to review the effectiveness of cooperation with the co-organizer.

**A. Planning Stage**

1. Review the need for co-organizer
   - Co-organizer can be invited if the sharing of financial risks are required
   - The needs of the having the co-organizer are identified similar to the needed as stated above is considered necessary.
   - Divisions/Committees should also consider the entitlement for the co-organiser and supporter where appropriate.
2. Identify suitable co-organizer or supporter

- Relevancy – the organization chosen as co-organizer should be relevant to the activity concerned.
- Image – the organization chosen as co-organizer should be of equivalency compared with HKIE. We should also assess whether HKIE status can be raised in including the organization as co-organizer, and any benefits so derived for HKIE as a whole.
- Non-commercial – the organization chosen shall be non-commercial.
- Previous cooperation – reference should be made to experience of previous cooperation of the organization being considered if applicable. There should be no adverse comments from HKIE members.

3. Number of co-organizer
   - It is recommended that only one co-organizer should be considered.
4. Agreement on financial matters
   - It is recommended to sign an agreement on the budget, the initial contributions from each organization, approach on major expenditure and the surplus/deficit sharing.

After the prospective co-organizer is decided, invitation and financial agreement should be sent to the respective organization by the HKIE Division/Committee.

**B. Administrative Stage**

1. Leading role
   - HKIE should take the leading role of the activity.
   - Representative(s) of co-organizer could be invited to join the organizing committee of the activity if deems appropriate.
2. Financial Aspect
   - The financial sharing principle is 50 – 50 basis, unless approval has been sought from the HKIE Executive.
   - When a fee is charged for the activity, the same charge and concession, if applicable, for HKIE members could be offered to the members of the co-organizer. The charge to their members should not be less than that to HKIE members.
   - Co-organizer shall be responsible for its own expense involved in the activity.
   - Major expenditure must be agreed by HKIE and the co-organizer.
   - Expenditure records must be property documented.
3. Promotion of the activity
   - Co-organizer shall not modify the promotional material of the activity in their distribution. They shall not charge HKIE for their promotion of the activity to their members, unless special promotional task is required as agreed with HKIE.
4. Issue of certificate
   - The co-organizer shall not issue any certification e.g. certification of attendance, to the participants of the activity by themselves or on behalf of HKIE.
5. Advertising
   - The co-organizer shall not distribute material or put up any advertisement for promoting their organization or other events during the activity organized by HKIE, unless with prior agreement from HKIE.
6. Completion of Event
   - HKIE and the co-organizer must prepare a final account and make settlement within 3 months after the activities were held. Surplus and deficit derived from the activities must be properly settled. It is not recommended to keep surplus money for future event use.

7. Obtaining sponsorship
    - Review the need for sponsorship
    - Identify suitable sponsor(s)
    - Record keeping
        - Information on the decision of Division/Committee to obtain sponsorship and also the amount of sponsorship obtained, if any, for the activities should be recorded properly.

## C. Follow-up Stage

Throughout the course before and during the activity, the Division/Committee should monitor whether the participation of the co-organizer is in accordance with the above guidelines, and that the co-organizer is contributing to the activity as committed. A review should also be conducted after the event.

FCC
Prepared on 4 Aug 2011

**Guidelines for HKIE Divisions/Committees to invite other Organisations as Co-organiser or Supporter for HKIE Activities**

The guidelines address the issue when HKIE Divisions / Committees invite other organisation as co-organiser or supporter for HKIE activities.

**Objectives**

- Promote learned society activities to HKIE members
- Raise HKIE image in the related engineering field
- Protect the HKIE image and possible financial liability
- Provide platform for HKIE members to network with other organisations

**To Avoid**

- HKIE's name and logo being used to indirectly promote other organisation
- HKIE to lose control when co-organise with other organisations.
- HKIE to lose control on the quality learned activities and services.

**Needs for Inviting Other Organisation as Co-organiser and Supporter**

The needs can be broadly defined as below:

I. Invitation as co-organiser
   - It could provide active assistance in the logistics of the activity e.g. arrangement of venue, promotion outside HK, invitation of speakers, etc.
   - The co-organising organisation(s) and HKIE are to take turns to lead the activity as the organiser.

II. Invitation as a supporter
   - It could help to publicise the activity throughout its organisational network.
   - It could help to attract participants from other disciplines, areas who may be interested in the activity.
   - It could help to attract participants from a broader target group relevant to the activity e.g. a Forum on Kai Tak Redevelopment, some local community group may be considered to be invited as supporter.

**Suggested Procedures**

The following procedure consists of three stages. Firstly, consider whether co-organisers or supports are needed for the activity, if so, suitable organisation should be identified. The participation of the co-organisers and supporters should then follow the administrative guidelines. The follow-up stage is to review the effectiveness of cooperation with the co-organisers and supporters.

**A. Planning Stage**

1. Review the need for co-organiser or supporter
   - Co-organiser can be invited if active assistance from other organisation(s) similar to those mentioned in item I above is considered necessary or beneficial.

- Supporter can be invited – if other organisation(s) could help in promoting the activity in ways similar to those mentioned in item II is considered beneficial and appropriate.
- Divisions/Committees should also consider the entitlement for the co-organiser and supporter in return, including the number of seats offered to them.

2. Identify suitable co-organiser or supporter
   - Relevancy – the organisation chosen as co-organiser or supporter should be relevant to the activity concerned.
   - Image – the organisation chosen as co-organiser or supporter should be of equivalency compared with HKIE. In some special occasion, e.g. some local community organisation may be considered as supporter for activity related to local community affair. We should also assess whether HKIE status can be raised in including the organisation as co-organiser or supporter, and any benefits so derived for HKIE as a whole.
   - Non-commercial – the organisation chosen shall be non-commercial.
   - Previous cooperation – reference should be made to experience of previous cooperation of the organisation being considered if applicable. There should be no adverse comments from HKIE members.
3. Number of co-organisers and supporters
   - It is recommended that the number of co-organisers should not be more than 5 and the number of supporters should not be more than 10, in general.

After the list of prospective co-organisers and supporters are decided, invitation should be sent to the respective organisations by the HKIE Division/Committee.

**B. Administrative Stage**

1. Leading role
   - HKIE should take the leading role of the activity.
   - If the activity is co-organised by a number of HKIE Division/Committee, one of the Division/Committee should assume the leading role.
   - Representative(s) of co-organisers could be invited to join the organising committee of the activity if deems appropriate.
2. Financial Aspect
   - No financial contribution or support should be solicited or accepted from the co-organisers and supporters, unless approval has been sought from the HKIE Executive.
   - When a fee is charged for the activity, the same charge and concession, if applicable, for HKIE members could be offered to the members of the co-organising or supporting. The charge to their members should not be less than that to HKIE members.
   - Co-organisers and supporters shall be responsible for their own expense involved in the activity.
3. Promotion of the activity

- Co-organisers and supporters shall not modify the promotional material of the activity in their distribution. They shall not charge HKIE for their promotion of the activity to their members, unless special promotional task is required as agreed with HKIE.

4. Issue of certificate
   - The co-organisers and supporters shall not issue any certification e.g. certification of attendance, to the participants of the activity by themselves or on behalf of HKIE.
5. Advertising
   - The co-organisers and supporters shall not distribute material or put up any advertisement for promoting their organisation or other events during the activity organised by HKIE, unless with prior agreement from HKIE.

6. Seeking sponsorship
   - Assess the need for sponsorship
   - Design the sponsorship programme
   - Identify suitable sponsor(s)
   - Record keeping
     - Information on the decision of Division/Committee to seek sponsorship and also the amount of sponsorship obtained, if any, for the activities should be recorded properly.

**C. Follow-up Stage**

Throughout the course before and during the activity, the Division/Committee should monitor whether the participation of the co-organisers or supporters are in accordance with the above guidelines, and that they are contributing to the activity as committed. A review should also be conducted after the event.

FCC
Prepared on 4 Aug 2011

*Note: The completed report shall be submitted to HQs together with the annual financial reports of respective Divisions/Committees as appendices*

**Report on Co-organised Activities Between Divisions/Committees and External Organisations**

**(One Report for each activity to be submitted after event)**

*Notes: Division(s)/Committee(s) shall submit a report for an activity co-organised with external organisation(s) if Division(s)/Committee(s) has/have financial involvement of above HK$3,000.00^. For activities with external organisations without a financial commitment or with financial commitment of equal to or less than $3,000.00^, Divisions/Committees only need to declare via the Standard Report Form of the Division/Committee to LSB.*

^ *Being an aggregate total contributed by all Divisions/Committees involved*

** Please delete as appropriate*

The _____*[List all Division(s)/Committee(s) involved]*_____ *Division(s)/Committee(s) co-organised the following activity with external organisation(s):

| **Part I The Event** | **A copy of leaflet/flyer/promotional material(s) attached**<br><br>**Yes** ☐ ➔ **Go to Part II**<br>**No** ☐ ➔ **Complete this part as appropriate** |
|---|---|
| Title: | |
| Date, Time and Venue: | |
| Organiser(s): | |
| Co-organiser(s): | |
| Sponsor(s): | |
| Registration fees: | |

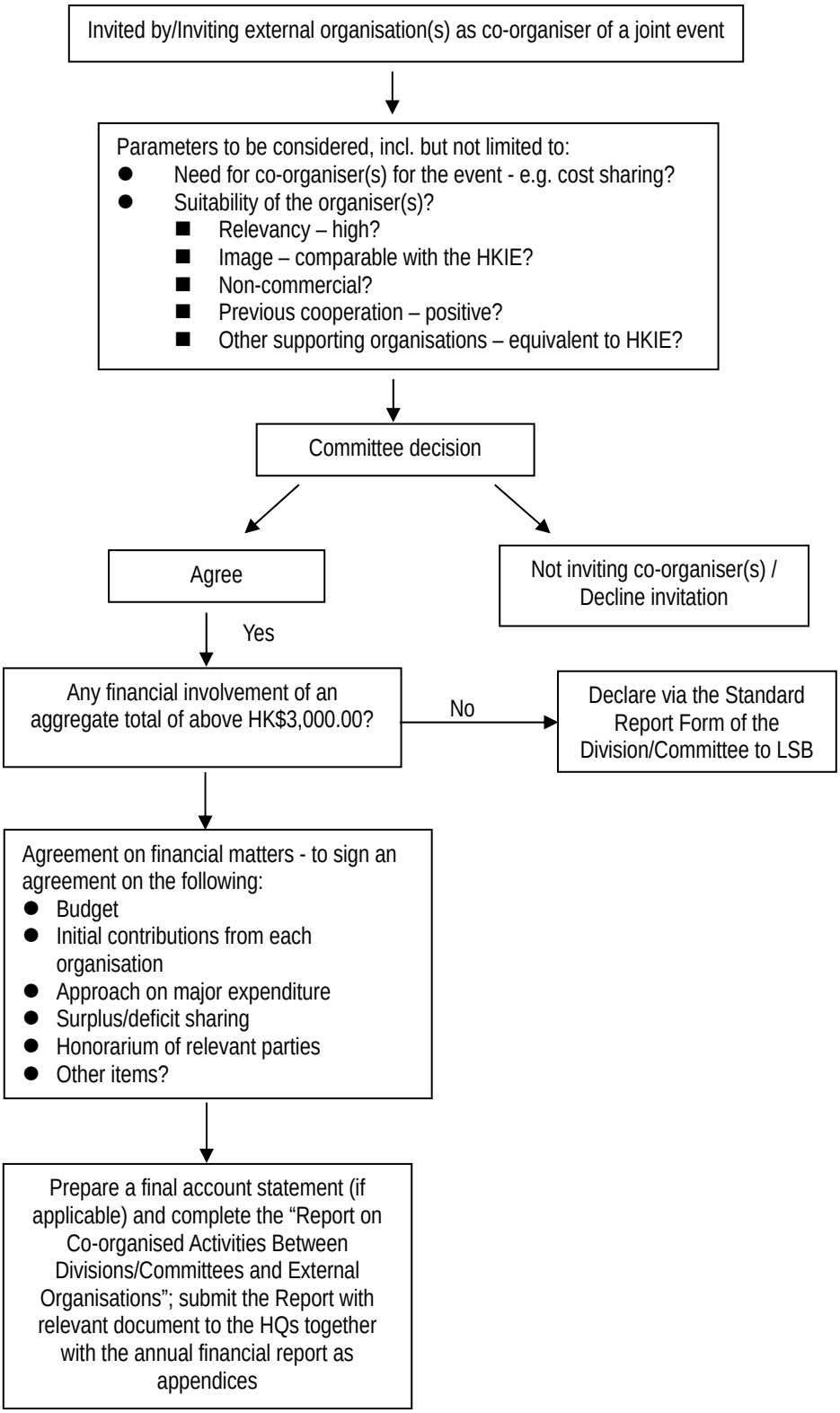
| | |
|---|---|
| Special rates, if any: | HKIE participants:<br><br>Other participants: |

| **Part II Financial Arrangements** | | |
|---|---|---|
| **Financial Agreement Document** | | |
| Copy of relevant document attached | **Yes** ☐ | |
| | **No** ☐ | **Yes** ☐ **Sharing of Profit/Loss**<br>**Yes** ☐ **Honorarium** |
| **Budget and Plan** | | |
| Copy of relevant document attached | **Yes** ☐ | |
| | **No** ☐ | Contributions by Divisions/Committees<br>(a) In Cash<br>Amount: _____<br>(b) In Kind<br>**Yes** ☐ **Promotion**<br>**Yes** ☐ **Registration**<br>**Yes** ☐ **Meeting venue**<br>(c) In Kind – Others<br>_____ |
| **Contributions by Others** | | [External organiser(s)/organisation(s):]<br><br>_____ |

| **Part III** | |
|---|---|
| Signature of Coordinator/Person-in charge of the activity: | |
| Full Name of Coordinator/Person-in charge of the activity: | |
| Division/Committee: | |
| On behalf of: | *[List all Division(s)/Committee(s) involved]* |
| Date: | |

| **Checklist of Documents Submitted with this Form if applicable** | |
|---|---|
| Leaflet/flyer/promotional material(s) etc of the event | ❑ |
| Copy of Financial Agreement | ❑ |
| Copy of Final Account Statement | ❑ |

## (I) HKIE Divisions/Committees as Co-organiser with External Organisation(s) for Joint Activities

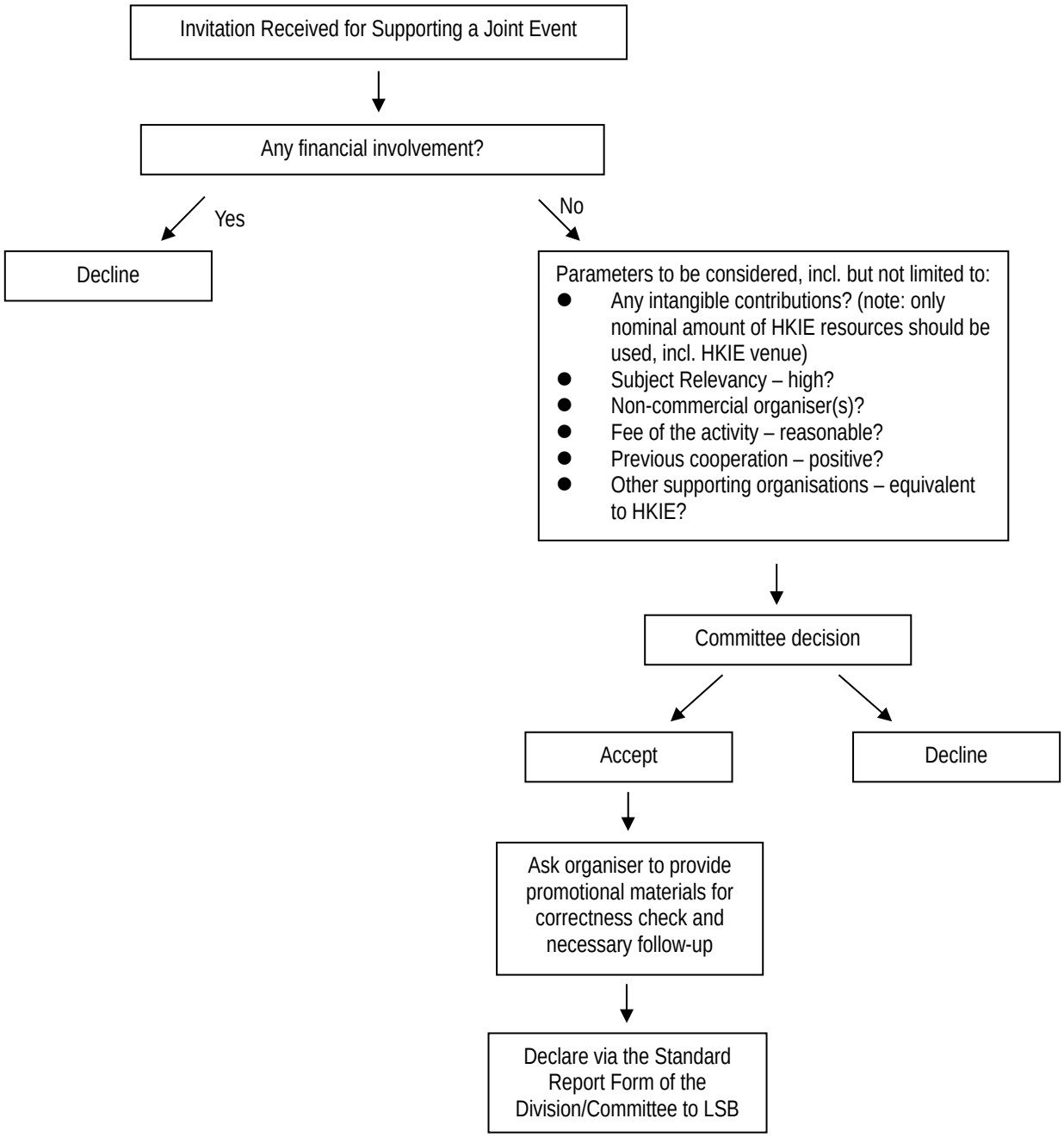



References:

- *Guidelines for HKIE Divisions/Committees to Invite Other Organisation as Co-organiser with a Financial Commitment for HKIE Activities*
- *Guidelines for HKIE Divisions/Committees to invite other Organisations as Co-organiser or Supporter for HKIE Activities*
- *Report Form on Financial Arrangement for Activities Between Divisions/Committees and External Organisations*

(Website: http://www.hkie.org.hk/downloads/guidelinesfordivision/)

## (II) HKIE Divisions/Committees as Supporting Organisations of Other Organisation's Activities




References:

- *Guidelines for HKIE Divisions/Committees as Supporting Organisations of Other Organisation's Activities* (Website: http://www.hkie.org.hk/downloads/guidelinesfordivision/)

## Guidelines for Online Room Booking Arrangements

1. Meeting facilities will be opened for bookings on the first working day of each new Session year at 9:00am.

2. All bookings will be on a first-come-first-served basis. However, booking priority will be given to meetings of Council, Executive, Standing Committees / Sub-Committees and institutional commitments (e.g. HKIE AGM and Divisions / Committees AGM) before the commencement of each new Session.

3. For advance bookings of meeting facilities other than the Chan Yat Mei Sophie Room, reservation could be made a year in advance up to the end of the Session. For booking of Chan Yat Mei Sophie Room, reservation could only be made 6 months ahead. As for seminars or webinars which are required to be held in Chan Yat Mei Sophie Room in the beginning (i.e. the first two months) of a new Session year, requests could be sent to the Administration Section by email 2 months before the commencement of the new Session for special arrangement.

4. All advance bookings are considered provisional and will lapse unless the room reservation is confirmed by Division / Committee within 10 days of the booking via the system.

5. All bookings made within 14 days prior to the actual event are required to be confirmed by Division / Committee within 3 days via the system, otherwise the bookings will lapse.

6. Any changes or cancellation requests within 3 days prior to the actual event could only be arranged by the Administration Section and the Division / Committee is required to notify the Administration Section by email as soon as possible.

7. Booking requests within 3 days prior to the actual event could only be made through telephone or email enquiries to the Administration Section.

8. For any cancellations on confirmed bookings for more than 4 times in a month, a penalty of HK$300 will be charged to the respective Division / Committee.

9. For any "no shows" on room bookings, a penalty of HK$500 will be charged to the respective Division / Committee.

10. Normally, no meeting will be held at the HKIE during typhoon signal no. 8 or above / "extreme condition" * / black rainstorm warning.

    *For weekdays:*

    i) If typhoon signal no. 8 or above / "extreme condition"* / black rainstorm warning is in force before 9:00am, meetings scheduled to be held at the HKIE will be cancelled.

ii) If typhoon signal no. 8 or above / "extreme condition"* / black rainstorm warning is cancelled before or at 2:30pm, meetings originally scheduled after 5:30pm (evening session) will be resumed as scheduled whereas the meetings scheduled before 5:30pm (morning session and afternoon session) will be cancelled.

iii) If typhoon signal no. 8 or above / "extreme condition"* / black rainstorm warning is cancelled after 2:30pm, meetings scheduled in the afternoon and evening at the HKIE will be cancelled.

*For Saturdays:*

iv) If typhoon signal no. 8 or above / "extreme condition"* / black rainstorm warning is in force before 9:00am, all meetings scheduled to be held at the HKIE will be cancelled.

**To be announced by the Government*

# FORMAT OF DIVISION'S LETTERHEAD

THE HONG KONG
INSTITUTION OF ENGINEERS
香 港 工 程 師 學 會

香港銅鑼灣記利佐治街1號金百利9字樓
9/F Island Beverley, No 1 Great George St, Causeway Bay, Hong Kong
電話Tel +852 2895 4446　傳真Fax +852 2577 7791
hkie-sec@hkie.org.hk　www.hkie.org.hk

## XXX DIVISION

Ir Chan Tai-man
Chairman
c/o 18/F Engineers Centre
1 Institution Road, Causeway Bay, HK
Tel: 3333 8888　Fax: 6666 9999
tmchan@engineer.com.hk

- Top Margin: 1.7cm / 0.67"
- Right Margin: 1.5cm / 0.59"

- 13pt Arial and bold
- Align Right
- All caps

- Align right to the margin of the body text
- Initial caps

***Name of the Chairman***

- 8pt Century Gothic and bold
- 10pt line spacing
  *(Command: select "Format", "Paragraph", "Line Spacing", "Exactly", adjust "At" to 10pt)*
  *(指令：選擇"格式"，"段落"，"段落距間"，"行距"，"固定行高"，"行高" 調校至 10pt)*

***The title "Chairman"***

- 7pt Arial
- Single line spacing
  *(Command: select "Format", "Paragraph", "Line Spacing", "Single line")*
  *(指令：選擇"格式"，"段落"，"段落距間"，"行距"，"單行距間")*

***Correspondence Address, Tel, Fax and Email***

- 7pt Arial
- 10pt line spacing for the first line
  *(Command: select "Format", "Paragraph",*
  "Line Spacing", "Exactly", adjust "At" to 10pt)
  *(指令：選擇"格式"，"段落"，"段落距間"，"行距"，"固定行高"，"行高" 調校至 10pt)*
- Single line spacing for the other lines
  *(Command: select "Format", "Paragraph", "Line Spacing", "Single line")*
  *(指令：選擇"格式"，"段落"，"段落距間"，"行距"，"單行距間")*

*For enquiries of the format, please contact Executive Manager – Corporate Communications of the Secretariat at Tel: 2895 4446.*

SAMPLE

# GUIDELINES FOR THE HKIE NAME CARD PRINTING

(a) Name card charges for Divisions will vary at different rates depending on the month of order placement. The request will only be accepted subject to submission of full details to the Administration Section. The charging scale is set out below:

| | Name card charges for **100 copies** (HK$/Pc) | Name card charges for **200 copies or above** (HK$/Pc) |
|---|---|---|
| **Name card with photo:** | | |
| July – September | 3.5 | 2.8 |
| October - June | 5.5 | 2.8 |
| **Name card without photo:** | | |
| July – September | 3.3 | 2.5 |
| October - June | 3.3 | 2.5 |

(b) The Chairmen of Division Committees are entitled to have the first 200 name cards (with or without photo) free of charge. Any additional name cards requested thereafter will be charged to the respective Divisional Account.

(c) For members of Division Committees, name cards will be provided upon requests and the costs will be charged to respective Divisional Account.

(d) All requests for name card printing can be faxed or emailed to the Administration Section at 2881 0762 or *admn@hkie.org.hk* . Normal processing time of name card printing is 14 working days upon confirmation of all details by the individual member.

(e) For any urgent name card printing requested by Chairmen and Members of Division Committees beyond the normal processing time of 14 working days, a surcharge of 2 times of the rate of name card will be charged to respective Division in addition to the basic rate.

(f) The information to be included in the name card is standardised as below:
   (i) only engineering-related designations would be included;
   (ii) only the current (except for Past President) and up to a maximum of 6 HKIE capacities would be included;
   (iii) titles of previous HKIE capacities and external bodies would not be included;
   (iv) the inclusion of office address is at the discretion of the member but the work title of the member would not be included.

THE HONG KONG INSTITUTION OF ENGINEERS

## Request Form for the HKIE Name Card Printing

| *Please tick one only:* | Ir ☐ | Ir Dr ☐ | Ir Prof ☐ |
|---|---|---|---|
| Name in English *(Surname first)*:<br><br>Name in Chinese: | | | |
| Academic Qualifications:<br>*(in abbreviation)* | | | |
| Professional Qualifications:<br>*(in abbreviation)* | | | |
| Position in HKIE Board /Committee /Division:<br>*(current year and limited to 6 capacities only*<br>*- please list capacities in priority)* | | | |
| Work Address *(in English)*:<br><br>Work Address *(in Chinese)*: | | | |
| Telephone number: | | | |
| Mobile number: | | | |
| Fax number: | | | |
| E-mail address: | | | |
| Photo:<br>*(please indicate your preference)* | Yes ☐ | No ☐ | |
| No of copies: | | | |

THE HONG KONG INSTITUTION OF ENGINEERS
香港工程師學會
香港銅鑼灣記利佐治街1號金百利9字樓
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hkie-sec@hkie.org.hk www.hkie.org.hk



# Insurance Policies for Activities organised by the HKIE & its Divisions/Committees

# I N F O R M A T I O N K I T

## Session 2025/2026

**Contents:**

I. Group Personal Accident Insurance – Insurance Particulars and Claim Procedures
II. Public Liability Insurance – Insurance Particulars and Claim Procedures
III. Notes to Divisions/Committees

**Enclosures:**

- Group Personal Accident Insurance Claim Form
- Public Liability Insurance Claim Form
- Attendance Record Sheet

**Introduction**

Since 2001/2002 Session, the Institution has taken out the Group Personal Accident Insurance and Public Liability Insurance for all activities organised / co-organised and/or arranged by the Institution and Divisions/Committees.

The highlights of the insurances are made as follows for information and reference.

## I. Group Personal Accident Insurance

**Insurance Particulars**

Insured Activities:
Members participating in technical meetings, seminars, symposiums, conference, site visits*, meetings, social gatherings, visits, annual dinners, exhibitions and road shows (inspection & supervision duties only, no manual work will be involved) organised/co-organised and/or arranged by the HKIE within Hong Kong territories and outside Hong Kong territories (limited to not exceeding 7 days). For construction site visits, separate indication to insurance company is required.

Also include members representing the HKIE in attending activities NOT organized or arranged by the HKIE.

If there are performers invited to provide performance, such as dancing, singing, etc. in the activities of Divisions/Committees, e.g. Annual Dinner, AGM Dinner, etc, the Group Personal Accident Insurance will not cover the performers. Separate insurance coverage may be required for these performers**.**

****Construction site visits*** are excluded from the insurance coverage. Separate insurance coverages are required for the construction site visits.

Within Hong Kong Territories:
1) Coverage shall commence as participating members leave their place of residence or place of regular employment in Hong Kong directly to the appointed meeting place or 2 hours before the schedule time of gathering at the appointed meeting place, whichever the last occurs.

2) Coverage shall cease while the members return to their place of residence or place of regular employment in Hong Kong or 2 hours after the scheduled ending of the activities, whichever the first occurs.

Outside Hong Kong Territories:
Coverage shall commence 2 hours before the members depart Hong Kong and shall cease at the earlier of a) 7 days after the commencement of the activities, b) 2 hours after the members' arrival in Hong Kong or c) the members' return to their place of residence or place or regular employment in Hong Kong.

Insured Person:
The persons insured under this policy are registered members of the HKIE.
*(The People's Republic of China citizen will not be covered within the PRC territories.)*

Age Limit:
16 to 75

Sum Benefits Per Person:

| | |
|---|---|
| Accidental Death | HKD500,000 |
| Accidental Permanent Disablement (according to benefit scale) | Max HKD500,000 |
| Accidental Medical Expenses | HKD50,000 |
| Accidental Daily Hospital Income (maximum up to 52 weeks) | HKD500 per week |

## Claim Procedures

For the indemnity for group personal accident claims arising out of the participation of activities organised/co-organised, and/or arranged by the HKIE or representing the HKIE in attending activities not organized or arranged by the HKIE, members are required to follow the claim procedures as stated below:

1) For personal accident claim, the claimant should inform the Insurance Coordinator of the Division/Committee immediately, followed by the original copy of the completed Group Personal Accident Claim Form within **THREE** calendar days of the date of occurrence of the incident.

2) The Insurance Coordinator should then inform the Senior Executive Manager - Finance & Administration of the HKIE Secretariat (Tel: 2895 4446) regarding the claim and forward the original copy of the completed Group Personal Accident Claim Form provided by the claimant to the Senior Executive Manager - Finance & Administration **(9/F, The Hong Kong Institution of Engineers, Island Beverley, No 1 Great George Street, Causeway Bay)** as soon as possible.

3) The claimant should liaise with the Insurance Coordinator on any other related information and evidence to be submitted to the Senior Executive Manager - Finance & Administration as soon as possible to facilitate the claim arrangement for indemnity.

4) Subject to the arrangements by the insurance company, the claimant may be required to undergo further medical examination for assessment.

5) The insurance company will adjust claim and arrange settlement.

**Document Checklist:**

## For Non-fatal Claims

| Document | To be submitted to Senior Manager - Finance & Administration, the HKIE Secretariat |
|---|---|
| Completed Group Personal Accident Insurance Claim Form | Within THREE calendar days of the date of occurrence of the incident |
| Information and evidence related to the claim | As soon as possible |
| Medical assessment report | As required |

## For Fatal Claims

| Document | To be submitted to Senior Manager - Finance & Administration, The HKIE Secretariat |
|---|---|
| Completed Group Personal Accident Insurance Claim Form | Within THREE calendar days of the date of occurrence of the incident |
| Copy of the Hong Kong Identity Card of the Deceased (Hong Kong Resident) **or** copy of the Passport of the Deceased (Non-Hong Kong Resident) | As soon as possible |
| Copy of Death Certificate | |
| Copy of the Police Report | |
| Copy of the Hong Kong Identity Card of the Beneficiary **or** other official identification documents such as passport | |
| Letter of Administration (Hong Kong Resident) | |

**Note: The insurance company may require evidence to substantiate that the activity is organised/co-organised, and/or arranged by the HKIE or the representative is nominated by the HKIE.**

## II. Public Liability Insurance

**Insurance Particulars**

To indemnify the insured (the HKIE) against all sum (except the first HK$5,000 or 10% of the loss whichever is the greater) which the insured shall become legally liable to pay as damages in respect of accidental bodily injury to third parties; accidental loss or damage to the property of third parties, arising out of the insured's operations during technical meetings, seminars, symposiums, conferences, meetings, social gatherings, visits, annual dinners, exhibitions, road shows and site visits* (inspection & supervision duties only, no manual work will be involved) organised/co-organised and/or arranged by the HKIE. For construction site visits, separate indications to insurance company before the visits are required.

If there are performers invited to provide performance, such as dancing, singing, etc. in the activities of Division/Committee, e.g. Annual Dinner, AGM Dinner, etc, the Public Liability Insurance will not cover the performers. Separate insurance coverage may be required for these performers**.**

****Construction site visits*** are excluded from the insurance coverage. Separate insurance coverages are required for the construction site visits.

**Claim Procedures**

For the indemnity for public liability claims arising out of Divisions/Committees' activities, Divisions/Committees are required to follow the claim procedures as stated below:

1) When an incident happened at an activity of the Institution or Divisions/Committees that gives rise to a public liability claim, the Insurance Coordinator is required to inform the Senior Executive Manager - Finance & Administration of the HKIE Secretariat **(Tel: 2895 4446)** of the incident immediately.

2) The Insurance Coordinator is requested to submit the original copy of the completed Public Liability Insurance Claim Form with a detailed report on the incident to the Senior Executive Manager - Finance & Administration of the HKIE Secretariat **(9/F, The Hong Kong Institution of Engineers, Island Beverley, No 1 Great George Street, Causeway Bay)** within **THREE** calendar days from the date of occurrence of the incident.

3) Please note that the involved Division(s)/Committee(s) of the incident **MUST** remain unanswered to any approaches of the third party; all summons, writs, correspondences from the third party have to be forwarded to the insurance company via the Senior Executive Manager - Finance & Administration of the HKIE Secretariat for necessary follow-ups.

4) The insurance company will take over the claim and deal with the third party directly.

**ADVICE** from the insurance company:

In the event that an incident happened at the activity of the Institution or Divisions/Committees that gives rise to a public liability claim:-

- Do not admit liability;
- Do not comment on the incident or offer any explanation; and
- When being questioned, please ask the claimant to contact the HKIE Secretariat so that the questions can be forwarded to the insurance company for further handling.

**Note: The insurance company may require evidence to substantiate that the activity is organised/co-organised, and/or arranged by the HKIE.**

## III. Notes to Divisions/Committees

1) Each Division/Committee is required to nominate a Committee Member to be the Insurance Coordinator to liaise with the HKIE Secretariat on the insurance indemnity arrangements.

2) If there is construction site visits to be organized, the Insurance Coordinator has to provide the detailed information of the visit (including the date, place, schedule (confirming that there is no manual work involved and only sightseeing at the sites), number of participants, etc.) to the Senior Executive Manager – Finance & Administration of the HKIE Secretariat at least **THREE** weeks before the visit as the details of the construction site visit have to be submitted to the insurance company.

3) Any indemnity claims should be submitted to Senior Executive Manager - Finance & Administration of the HKIE Secretariat within **THREE** calendar days after the date of occurrence of the incident. Please refer to the claim procedures for indemnity of "Group Personal Accident Insurance for the HKIE Members" and "Public Liability Insurance for the HKIE's Activities" for details.

4) Since the insurance company may require the HKIE to provide evidence to substantiate the indemnity claims, Divisions/Committees are **REQUIRED TO KEEP** all attendance records of activities organised and notes of meetings recording the operation of the activities and the nomination of representatives to attend activities during the Session for use as evidence when necessary. To standardise the format of the attendance records, Divisions/Committees are advised to use the enclosed Attendance Record Sheet provided by the HKIE Secretariat for recording. Please kindly note that Divisions/Committees **SHOULD** keep all attendance records of activities organised during the Session so as to facilitate the insurance indemnity arrangements.

5) Members are advised to sign on the Standard Reply Form and/or Attendance Record Sheet where appropriate to meet the requirement of insurance coverage. Members should bring along their membership cards to attend all the HKIE's activities.

6) In making the claims, members should submit the required information to substantiate the claim. Insufficient or untimely submission of required information may lead to claim rejection.

7) For enquiries on the insurance indemnity claim procedures and arrangements, please contact Ms Chris KWONG, Senior Executive Manager - Finance & Administration by telephone no at 2895 4446 or by email at chris.kwong@hkie.org.hk .

THE HONG KONG INSTITUTION OF ENGINEERS
香港工程師學會
香港銅鑼灣記利佐治街1號金百利9字樓
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電話Tel +852 2895 4446 傳真Fax +852 2577 7791
hkie-sec@hkie.org.hk www.hkie.org.hk

*(Please put a "✓" where appropriate)*

☐ Division: _____
☐ AMC
☐ YMC
☐ SSC
☐ Student Chapter:_____

**Attendance Record Sheet**
**2025/2026 Session**

Name of activity: _____

Date: _____ Venue/Site: _____

Starting time: _____ Closing time: _____

Contact Person: _____ Tel: _____

| No. | Name of Participant (Name in full and block letters) | Membership no. | Signature | Remark |
|---|---|---|---|---|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |

| No. | Name of Participant (Name in full and block letters) | Membership no. | Signature | Remark |
|---|---|---|---|---|
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |
| 11 | | | | |
| 12 | | | | |
| 13 | | | | |
| 14 | | | | |
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| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |
| 21 | | | | |
| 22 | | | | |

| No. | Name of Participant (Name in full and block letters) | Membership no. | Signature | Remark |
|---|---|---|---|---|
| 23 | | | | |
| 24 | | | | |
| 25 | | | | |
| 26 | | | | |
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**Assicurazioni Generali S.p.A.,**
**Hong Kong Branch**
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Taikoo Shing, Hong Kong
T +852 2521 0707
F +852 2521 8018
info@generali.com.hk

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**香港英皇道1111號**
**太古城中心一期21樓**
**電話** +852 2521 0707
**傳真** +852 2521 8018
info@generali.com.hk

GENERALI

# 人身意外索償申請表

# PERSONAL ACCIDENT CLAIM FORM

第一部份 - 請由受保人填寫，如受保人未滿 18 歲，則由父母或監護人填寫。（請連同索償所須之文件及正本醫療單據一併寄回。）
Part I – To be completed by the Insured Person, or parent or guardian if the Insured Person is below 18 years old. (Please attach supporting documents and original medical receipts with this Form.)

## 受保人資料 Details of Insured Person

| | |
|---|---|
| 受保人姓名<br>Name of Insured Person | 保單編號<br>Policy No. |
| 受保人職業<br>Occupation of Insured Person | 受保人香港身份證號碼<br>HK Identity Card No. of Insured Person |
| 出生日期 日 dd / 月 mm/ 年 yy<br>Date of Birth | 性別 ☐男 Male ☐女 Female<br>Sex |

| | | |
|---|---|---|
| 聯絡地址<br>Correspondence Address | | |
| 住宅 / 手提電話<br>Home/ Mobile Telephone | 公司電話<br>Office Telephone | 電郵<br>Email |
| 僱主名稱 ( 保單持有人 )<br>Name of Employer (Policy Holder) | | |
| 僱主地址<br>Address of Employer | | |

## 意外詳情 Details of Accident

| | | | |
|---|---|---|---|
| 1. 請述以下有關資料：<br>Please state the following particulars of Accident ： | 意外日期<br>Date<br>日 dd / 月 mm/ 年 yy | 時間<br>Time | 地點<br>Place |
| 意外經過？<br>How was it happened ？ | | | |
| 2. 請述受傷部位及傷勢， 如： 骨折、刀傷、瘀腫等。<br>Please describe the injuries sustained, indicating the part of body injured and the type of injury, e.g. fracture, cut, bruise and etc. | | | |
| 3. 上述意外有否交由警方調查？ 如有， 請列明所辦理之警署地點及報案編號。<br>Was the accident reported to the Police? If so, please state name of Police Station to which the accident was reported and case reference number :<br>☐沒有 No ☐有 Yes | | | |

| | |
|---|---|
| 4. 請列出就上述意外而求診之所有醫生或醫院名稱及求診日期。<br>Please list all doctor(s) or hospital(s) consulted for the injury and date of consultation<br>醫生 / 醫院名稱<br>Name of Doctor/ Hospital | 初診日期 ( 日 / 月 / 年 )<br>Date of First Consultation (dd/ mm/ yy) |

5. 索償 Claim for ： ☐意外死亡 Accidental Death ☐永久性傷殘 Permanent Disability ☐意外醫療費用 Accidental Medical Expenses ☐暫時性完全傷殘 Temporary Total Disability

## 其他保險資料 Other Insurance

請問除本公司外， 有否投保於其他保險公司？如有， 請述： ☐沒有 No ☐有 Yes
Do you have other insurance coverage? If so, please state：

| 保險公司名稱<br>Name of Insurer | 投保種類<br>Type of Coverage | 保單編號<br>Policy No. | 保單生效日期 ( 日 / 月 / 年 )<br>Policy Effective Date (dd/ mm/ yy) |
|---|---|---|---|
| | | | |

## 收取索償款項提示 Claim Payment Method

1. If the claim payment method "Autopay to bank account" is chosen,
   a) please provide Insured/Insured Person/Eligible Person/Claimant's bank account proof showing account holder name and account number (e.g. copy of bank book, ATM card or bank statement etc).
   b) For Insured/Insured Person/Eligible Person/Claimant who is an individual, only personal banking saving/current accounts will be accepted by Assicurazioni Generali S.p.A.
   c) For Insured/Insured Person/Eligible Person/Claimant who is a corporate entity, only commercial banking saving/current accounts will be accepted by Assicurazioni Generali S.p.A.
   d) Assicurazioni Generali S.p.A will only pay/transfer Hong Kong Dollars to the designated bank account.
   e) If the bank transfer payment is rejected, declined or unsuccessful, a cheque will be issued to Insured/Insured Person/Eligible Person/Claimant and posted to address stated on the claim form instead without further notice.
   f) If the claim payment amount is over HKD 20,000, a cheque will be issued to Insured/Insured Person/Eligible Person/Claimant and posted to the address stated on the claim form.
2. If the claim payments are settled in currencies other than the policy currency(ies), the payment amounts would be subject to change according to the prevailing exchange rate determined by Assicurazioni Generali S.p.A from time to time. The fluctuation in exchange rates may have impact on the payment amounts. You are subject to exchange rate risks. Exchange rate fluctuates from time to time. You may suffer a loss of your benefit values as a result of the exchange rate fluctuations.
3. Assicurazioni Generali S.p.A reserves the right to determine the claim payment method at its absolute discretion.

1. 凡選擇以「自動轉賬至銀行戶口」方式收取索償款項,
   a) 請同時提交印有投保人/受保人/合資格人士/索償人士全名及銀行戶口號碼之戶口證明 (如銀行存摺或自動櫃員機卡或銀行月結單副本等)。
   b) 投保人/受保人/合資格人士/索償人士是個人客戶，忠意保險有限公司 只接受個人銀行儲蓄/支票戶口。
   c) 投保人/受保人/合資格人士/索償人士是公司客戶，忠意保險有限公司只接受公司銀行儲蓄/支票戶口。
   d) 忠意保險有限公司將支付/轉賬港元到指定的銀行賬戶。
   e) 如銀行轉賬被拒絕或不成功,款項將以支票形式寄予投保人/受保人/合資格人士/索償人士於索償書上所提供的地址,而恕不另行通知。
   f) 當索償金額超過 20,000 港元，款項將以支票形式寄予投保人/受保人/合資格人士/索償人士於索償書上所提供的地址。
2. 如索償款項的不是保單貨幣，該款項可能會受忠意保險有限公司不時落定的匯率而改變。匯率之波動會對索償款項構成影響。您須承受匯率風險。匯率會不時波動，您可能因匯率之波動而損失部分的利益價值。
3. 忠意保險有限公司保留權利自行決定其索償款項的付款方式。

I/WE hereby request and authorize Assicurazioni Generali S.p.A to pay benefit due in respect of this claim by (Please "~the appropriate box to indicate your choice):
我/我們在此要求並授權忠意保險有限公司用以下方式支付索償款項 (請以"√"作出選擇) :
☐ Cheque (to be drawn in Hong Kong Dollar) 支票 以港元結算支付款項
☐ Autopay* to bank account (By HKD and only apply to claim amount not over HKD 20,000) 自動轉賬*至銀行戶口 (以港元結算及只適用於索償金額不超過 20,000 港元)
*Please fill in Part below 請填妥以下部分

| Bank Account Information 銀行戶口資料 | | | |
|---|---|---|---|
| **Name of Bank 銀行名稱** | | | |
| **Full Name in English of Account Holder(s) 銀行戶口持有人的名稱** | | | |
| **Bank Account No. 銀行戶口號碼** | - | - | |
| | **Bank Code 銀行編號** | **Branch Code 分行編號** | **Account No. 戶口號碼** |

## 聲明及授權書 Declaration & Authorization

( 請由受保人簽署， 如受保人未滿 18 歲， 則由父母或監護人簽署。To be signed by Insured Person or parent of or guardian if insured Person is below 18 years old.)

1. 本人謹此聲明上述一切陳述， 不論是否本人親手所寫， 均屬正確無誤， 並為吾所知所信之全部、本人同意任何蓄意欺騙或隱瞞將構成法律責任並導致保單失效。
   I hereby declare that all the statements to all questions above, whether or not written by my own hand are to the best of my knowledge and belief complete and true. I agree that any concealment or misstatement as regards to amount or otherwise, in connection with this claims may result in prosecution and the Policy will become void.
2. 本人同意任何持有有關於本人或上述受保人記錄或資料之醫生、醫院、藥劑師、保險公司、警署、僱主、或其他機構發放有關本人或上述受保人之病歷、病情之預斷、 治療、傷假、或在職、離職詳情、或在其他保障下可獲之保障額、索償金等資料予忠意保險有限公司或其授權之代表， 而在香港私隱專員條例容許之情況下， 本人並同意將個人資料給予其他在港或以外之機構。而此授權書之副本亦如正本一樣具同等效力。
   I hereby authorize any doctor, hospital, pharmacy, insurance company, police station, employer, or other organization, who has records or knowledge of myself or the Insured, to release all information regarding medical history, prognosis, treatment (including drug and alcohol abuse information), sick leave history, employment history, reasons of employment termination , earnings or benefit payable under other insurance coverage to Assicurazioni Generali S.p.A. (hereafter referred to as " the Company ") or its authorized representative, In accordance with the provisions of the Personal Data (Privacy) Ordinance of Hong Kong, by signing below, I consent that the personal information collected or held by the Company, whether contained in this application or otherwise obtained is provided and may be disclosed to individuals or organizations within or outside Hong Kong. A photometric copy of this Destination & Authorization will be valid as the original.
3. 本人同意所有文件及收據予忠意保險有限公司將不獲退還。
   I hereby agree that all documents and receipts submitted to the Company will not be returned.
4. 本人 / 吾等確認， 本人 / 吾等已獲提供一份由忠意保險有限公司 （「忠意保險」） 發出的收集個人資料聲明 （「該聲明」）， 本人 / 吾等確認已經閱讀並且明白該聲明， 本人 / 吾等同意忠意保險可依照該聲明的條款收集、使用、儲存、披露、轉移及其他方式處理本人 / 吾等的個人資料， 本人 / 吾等進一步確認， 本人 / 吾等已獲得授保人和任何有關人士（ 如適用的話） 的明示同意， 可以按照該聲明所述的用途將他們的個人資料提供給忠意保險， 並允許忠意保險可依照該聲明的條款收集， 使用、儲存、披露、轉移及其他方式處理該等個人資料。
   I/We acknowledge that I/we have been provided with a copy of the Personal Information Collection Statement (the " Statement ") issued by Assicurazioni Generali S.p.A.( " Generali "). I/We confirm that I/we have read and understand the Statement. I/We agree that Generali may collect, use, store, disclose, transfer and otherwise process my/our personal data in accordance with the terms of the Statement. I/We further confirm that I/we have obtained the express consent of the life insureds and my other relevant individuals (where applicable) for providing their personal data to Generali for the purpose stated in the Statement and for allowing Generali to collect, use, store, disclose, transfer and otherwise process such personal data in accordance with the terms of statement

僱主 / 保單持有人蓋印及簽署
Signature of policyholder_____

受保人 ／父母或監護人簽署 (如受保人未滿 18 歲)
Signature of Insured Person/ Parent or Guardian (if Insured person is below 18 years old) _____

簽署日期
Date of Signed_____

簽署日期
Date of Signed _____

第二部份 – 主診醫生報告（此欄必須由受保人之主診醫生填寫，而費用須由受保人負責。）

Part II – Attending Doctor Statement (To be completed by the Insured Person's attending doctor at the Insured's cost.)

| 病人姓名<br>Full Name of Patient | 香港身份證號碼<br>HK Identity Card No. ( ) | 年齡<br>Age |
|---|---|---|

## 意外及診斷詳情 Details of Injury and Diagnosis

1 意外日期（ 日 ／ 月 ／ 年 ）
Date of Injury (dd/ mm/ yy

2. 據病者自述， 意外是如何發生？
According to the patient, under what circumstances was the patient injured?

3.傷勢診斷( 請述受傷部位及其傷勢。)
Diagnosis (Please locate and describe the injured area.)

4.請問受傷部位有沒有可見之表面傷痕， 如傷口或瘀痕？ 如有， 請述：
Did you notice of any visible signs of injury such as bruising or external wound at your examinations? If yes, please indicate:

□沒有 No □有 Yes

| | |
|---|---|
| 5.因意外而接受之檢查， 治療及手術項目：<br>Investigations, treatment, therapy and surgical procedures done:<br><br>治療項目<br>Type of Treatment Given | 日期( 日／ 月／ 年 )<br>Date (dd/ mm/ yy) |
| 6.請問受傷部位有否引致任何併發症？ 如有， 請述：<br>Did injured area accompany with any complications? If yes, please indicate: | □否 No □有 Yes |
| 7. 請問傷勢是否與過去病者之病歷有任何關連？ 如有， 請述：<br>Is the condition related to any previous injury or medical conditions? If yes, please indicate: | □否 No □有 Yes |
| 8. 台端有否就上述意外建議病假予傷者？ 如有， 請述所建議之期段：<br>Did you recommend any sick leave to the patient? If yes, please state the period: | □否 No □有 Yes |

9. 請指出上述病況是否與以下情況有關：
Please indicate if the medical condition and its subsequent

| | | |
|---|---|---|
| 先天性不正常情況、不育或絕育情況<br>Congenital anomalies, infertility or sterilization | □否 No | □有 Yes |
| 受酒精或藥物影響<br>Under the influence of drugs or alcohol | □否 No | □有 Yes |
| 不論在神志清醒與否下自我損傷或自殺行為<br>Self-inflicted injuries or suicidal attempt while sane or insane | □否 No | □有 Yes |
| 懷孕或由此引發之病況<br>Pregnancy conditions or any related complications | □否 No | □有 Yes |
| 牙科治療<br>Dental care | □否 No | □有 Yes |
| 休養、復康或廷拓護理<br>Rest cure, rehabilitation, convalescence or extended care | □否 No | □有 Yes |
| 精神病科<br>Psychiatric problems | □否 No | □有 Yes |

| | |
|---|---|
| 醫生簽署<br>Signature of Doctor | 醫院／ 醫務所／ 醫生蓋印<br>Hospital ／ Clinic ／ Doctor Stamp |
| 醫生姓名<br>Doctor Name in Block Letter | 簽署日期( 日／ 月／ 年 )<br>Date Signed (dd/ mm/ yy) |

醫院/ 醫務所名稱
Name of Hospital / Clinic

註診地址
Hospital ／ Clinic Address

# 收集個人資料聲明

a) 閣下須要不時向忠意保險有限公司香港分行（「本公司」）提供關於閣下自己、保單持有人、受保人、受益人、索償人及 / 或其他有關人士的資料（「個人資料」），以讓本公司為閣下提供保險及 / 或相關產品與服務，處理經由本公司發出及 / 或安排的保單之下的索償事宜，及 / 或處理閣下提出的任何或所有其他要求、查詢和投訴。

b) 閣下是自願向本公司提供個人資料的。然而，若閣下未能提供個人資料，可能導致本公司不能夠為閣下提供保險及 / 或相關產品與服務，處理經由本公司發出及 / 或安排的保單之下的索償事宜，及 / 或處理閣下提出的任何或所有其他要求、查詢和投訴。

c) 個人資料可被用於以下用途：

i) 處理（包括但不限於承保）及 / 或審批保險及 / 或相關產品與服務的申請，以及該等產品與服務的任何附加、更改、變更、取消、續期及 / 或復效；ii) 管理經由本公司發出及 / 或安排的保單；iii) 處理（包括但不限於調查、分析、評估和裁定）及 / 或理賠經由本公司發出及 / 或安排的保單之下的索償事宜；iv) 如適用的話，行使代位權；v) 向客戶追收尚欠金額（如有）；vi) 經由本公司發出及 / 或安排的保單之下籌劃共同保險及 / 或再保險；vii) 透過電話、郵件、電郵、傳真及其他通訊方式與客戶通訊；viii) 客戶服務（包括但不限於處理查詢和投訴）、推銷，以及其他相關活動；ix) 進行資料核對程序；x) 設計保險及 / 或相關產品與服務供客戶使用；xi) 推銷本公司及 / 或本公司的關聯公司（包括但不限於本集團的公司、母公司、本母公司的信託公司（該等關聯公司在下文合稱為「關聯公司」））的保險及 / 或其他相關產品與服務；xii) 就閣下事前訂明的同意（如有）約束之下，直接促銷保險及 / 或其他相關產品與服務，而閣下可在任何時間知會本公司以行使撤回同意的權利；xiii) 本公司、關聯公司、相關的保險業協會或聯會、監管當局、政府部門及 / 或其他法定監管機構的統計或精算研究；xiv) 遵從任何法律、規則、規例、守則、指引、法院命令、合規政策和程序的規定，以及本公司及 / 或關聯公司應要遵守的任何其他有關規定，包括但不限於披露有關資料；及 xv) 實現與上述（i）至（xiv）直接有關的任何其他用途。

d) 由本公司持有的個人資料將受到保密，但本公司可依據以上（c）段所列的用途向以下各方（不論在香港特別行政區境內還是境外）提供個人資料，事前無須知會閣下及 / 或該等個人資料所涉及的任何其他有關人士：

i) 就本公司的業務營運向本公司提供行政、電訊、電腦、付款、推銷、調查、諮詢及 / 或其他服務的代理人、中介人、索償調查公司、共同保險公司、再 保險公司、第三方服務提供商、銀行及信用卡公司、健康及醫療機構、專業顧問、承包商、業務夥伴及 / 或任何其他有關各方，以適用者為準；ii) 相關的保險業協會或聯會，及 / 或該等協會或聯會的成員；iii) 本公司及 / 或關聯公司的海外辦事處或分行，以適用者為準；iv) 根據任何法律、規則、規例、守則、指引、法院命令、合規政策和程序的規定，以及應要遵守的任何其他有關規定之下，本公司及 / 或關聯公司負有義務須向其作出披露的人士；v) 根據對本公司及 / 或關聯公司有約束力的任何法律之下，本公司及 / 或關聯公司須向其提供資料的任何法院、監管當局、政府部門或其他法定監管機構（包括但不限 於稅務局）；vi) 本公司的合法繼承人或受讓人；及vii) 對本公司及 / 或關聯公司負有保密責任的人士。

e) 本公司可使用由相關的保險業協會或聯會及 / 或該等協會或聯會的成員所收集及發放或轉移的資料，來核實任何或所有個人資料。

f) 根據《個人資料（私隱）條例》：

i) 任何人士均有權：A) 查詢本公司有沒有持有其資料，如有的話，可取得一份該等資料；B) 要求本公司改正其任何不正確的個人資料；及 C) 查明關於本公司的個人資料政策和處事常規，並可獲通知有關本公司所持個人資料的種類；及 ii) 本公司有權就處理任何查閱個人資料的要求之下收取合理的費用。

g) 如欲查閱及 / 或改正個人資料及 / 或查詢關於本公司的政策和處事常規及所持個人資料的種類，請向以下人員提出要求：個人資料保護主任，忠意保險有限公司香港分行，香港英皇道1111號太古城中心一期21樓

附註：本收集個人資料聲明的英文及中文版本之間如有任何歧義，概以英文版本為準

# Personal Information Collection Statement

a) From time to time, it is necessary for you to supply Assicurazioni Generali S.p.A., Hong Kong Branch (the "**Company**") with data about yourself(ves), policyholder(s), life insured(s), beneficiary(ies), claimant(s), and/ or other relevant individuals (the "**Personal Data**") in connection with the provision of insurance and/ or related products and services to you, the processing of claims under insurance policies issued and/ or arranged by the **Company**, and/ or the processing of any or all other requests, enquiries and complaints from you.

b) Provision of the **Personal Data** to the **Company** by you is voluntary. However, failure to supply the Personal Data may result in the **Company** being unable to provide insurance and/ or related products and services to you, process claims under insurance policies issued and/ or arranged by the **Company**, and/ or process any or all other requests, enquiries, or complaints from you.

c) The purposes for which the Personal Data may be used are as follows: i) processing (including, without limitation, underwriting) and/ or approving applications for insurance and/ or related products and services, and any addition, alteration, variation, cancellation, renewal and/ or reinstatement of such products and services; ii) administering insurance policies issued and/ or arranged by the Company; iii) processing (including, but not limited to, investigating, analyzing, assessing and adjudicating) and/ or settlement of claims under insurance policies issued and/ or arranged by the **Company**; iv) exercising rights of subrogation, if applicable; v) collection of amounts outstanding (if any) from customers; vi) arranging coinsurance and/ or reinsurance in respect of the insurance policies issued and/ or arranged by the **Company**; vii) communicating with customers via telephone, mail, e-mail, facsimile and other communication means; viii) customer services (including, but not limited to, processing enquiries and complaints), marketing, and other related activities; ix) conducting data matching procedures; x) designing insurance and/ or related products and services for customers' use; xi) marketing insurance and/ or other related products and services of the **Company** and/ or its affiliated companies (which includes, but are not limited to, its group companies, parent company, trust companies of the **Company**'s parent company (hereinafter such affiliated companies are collectively referred to as the "**Affiliated Companies**")); xii) direct marketing of insurance and/ or other related products and services subject to your prior prescribed consent (if any), and you can exercise the right of opt-out by notifying the **Company** at any time; xiii) statistical or actuarial research of the **Company**, its **Affiliated Companies**, relevant insurance industry associations or federations, supervisory authority, government department and/ or other competent authority; xiv) complying with the requirements under any laws, rules, regulations, codes, guidelines, court orders, compliance policies and procedures, and any other relevant requirements which the **Company** and/ or its **Affiliated Companies** are expected to comply with, including, without limitation, making disclosures of the relevant information; and xv) fulfilling any other purposes directly relating to (i) to (xiv) above.

d) The **Personal Data** held by the **Company** shall be kept confidential, but the **Company** may provide the **Personal Data** to the following parties (whether within or outside the Hong Kong Special Administrative Region) for the purposes set out in paragraph (c) above, without prior notification to you and/ or any other relevant individuals to whom the **Personal Data** is related: i) agents, intermediaries, claims investigation companies, coinsurance companies, reinsurance companies, third party service providers, banks and credit-card companies, health and medical organizations, professional advisers, contractors, business partners, and/ or any other relevant parties, as appropriate, who provide administrative, telecommunication, computer, payment, marketing, investigation, advisory and/ or other services to the **Company** in connection with the operation of its business; ii) relevant insurance industry associations or federations, and/ or members of such industry associations or federations; iii) overseas locations or branches, as appropriate, of the **Company** and/ or its **Affiliated Companies**; iv) persons to whom the **Company** and/ or its **Affiliated Companies** are under an obligation to make disclosure under the requirements of any laws, rules, regulations, codes, guidelines, court orders, compliance policies and procedures, and any other relevant requirements which the **Company** and/ or its **Affiliated Companies** are expected to comply with; v) any court, supervisory authority, government department or other competent authority (including, without limitation, tax authority) under any laws binding on the **Company** and/ or its **Affiliated Companies**; vi) lawful successors or assigns of the **Company**; and vii) persons who owe a duty of confidentiality to the **Company** and/ or its **Affiliated Companies**.

e) The **Company** may verify any or all of the **Personal Data** by using information collected and released or transferred by relevant insurance industry associations or federations, and/ or members of such industry associations or federations.

f) In accordance with the Personal Data (Privacy) Ordinance: i) any individual has the right to: A) check whether the **Company** holds data about him/ her and, if so, obtain a copy of such data; B) require the **Company** to correct any data relating to him/ her that is inaccurate; and C) ascertain the **Company**'s policies and practices in relation to data and to be informed of the kind of data held by the **Company**; and ii) the **Company** has the right to charge a reasonable fee for the processing of any data accessrequest.

g) The person to whom requests for access to data and/ or correction of data and/ or for information regarding policies and practices and kinds of data held are to be addressed as follows: Personal Data Protection Officer, Assicurazioni Generali S.p.A., Hong Kong Branch, 21/F, Cityplaza One, 1111 King's Road, Taikoo Shing, Hong Kong.

Note: In case of discrepancies between the English and Chinese versions of this Personal Information Collection Statement, the English version shall prevail.

**AXA China Region Insurance Company (Bermuda) Limited**
**AXA General Insurance Hong Kong Limited**
5/F, AXA Southside, 38 Wong Chuk Hang Road,
Wong Chuk Hang, Hong Kong
**安盛保險（百慕達）有限公司**
**安盛保險有限公司**
香港黃竹坑黃竹坑道
38 號安盛匯 5 樓
(852) 2523 3061
home.claims@axa.com.hk
www.axa.com.hk

# THIRD PARTY LIABILITY CLAIM FORM
# 第三者責任索償表

Claim procedure: please (1) Complete this form, (2) Prepare the relevant documents listed on page 4, and (3) Email them to home.claims@axa.com.hk / liability.claims@axa.com.hk

索償步驟：(1)填寫索償表，(2)提供證明文件 (請參閱第4頁)，(3)電郵至 home.claims@axa.com.hk / liability.claims@axa.com.hk

## 1. INSURED PERSON/POLICYHOLDER INFORMATION 受保人／保單持有人資料

| | | | |
|---|---|---|---|
| Name of the Insured Person/Policyholder<br>受保人／保單持有人姓名 | | Policy No.<br>保單號碼 | |
| Mobile No.<br>手機號碼 | | Email<br>電郵 | |
| Correspondence Address<br>通訊地址 | | | |

## 2. DESCRIPTION OF ACCIDENT 發生意外之詳情

| | | | | | |
|---|---|---|---|---|---|
| Date (DD/MM/YYYY)<br>日期 (日/月/年) | | Time<br>時間 | | Location<br>地點 | |
| Describe of the incident<br>意外描述 | | | | | |
| Was accident due to want of care upon part of injured person?<br>意外事件之發生是否由受傷者之疏忽所致？<br>If so, how?<br>若是，如何發生？ | | | | | |
| Whose negligence caused the accident?<br>由何人之疏忽而引致意外之發生 | | | | | |
| What right did the injured party have on the premises?<br>受傷者在發生意外之處所有何權利？ | | | | | |

| PERSONS INJURED 受傷者情況 | Name<br>姓名 | Address<br>地址 | Nature and extent of injuries<br>受傷之性質及程度 |
|---|---|---|---|
| | | | |

## 3. WITNESS DETAILS 證人資料

| Name<br>姓名 | Address<br>地址 | Mobile No.<br>手機號碼 |
|---|---|---|
| | | |

C-CF-LPX-1020

## 4. DAMAGED TO PROPERTY OF OTHERS 損害第三者之財物情形

| | |
|---|---|
| Name, address of Owner and kind of property<br>物主姓名和地址及財物類別 | |
| Nature and extent of damage<br>損害之性質及範圍 | |
| Estimated cost of repair (HKD)<br>估計修理費用若干 | |

## 5. DETAILS OF POLICE REPORT 警察報告資料

| | |
|---|---|
| Have the police or other authorities been informed?<br>閣下有否向警方或其他機構報告失事情況？<br>If "Yes", please state name of the police station or authority and reference number<br>如“是”，請填寫警署區域報案號碼 | ☐ Yes是 ☐ No 否 |

| Name of Police Station/Authority 警署區域 | Reference Number 報案號碼 |
|---|---|
| | |

## 6. CLAIM PAYMENT METHOD 收取索償款項提示

1. If the claim payment method “Autopay to bank account” is chosen,
   a) please provide Insured/Insured Person/Eligible Person/Claimant’s bank account proof showing account holder name and account number (e.g. copy of bank book, ATM card or bank statement etc).
   b) For Insured/Insured Person/Eligible Person/Claimant who is an individual, only personal banking saving/current accounts will be accepted by AXA China Region Insurance Company (Bermuda) Limited (Incorporated in Bermuda with limited liability)/AXA General Insurance Hong Kong Limited (“AXA”).
   c) For Insured/Insured Person/Eligible Person/Claimant who is a corporate entity, only commercial banking saving/current accounts will be accepted by AXA.
   d) AXA will only pay/transfer Hong Kong Dollars to the designated bank account.
   e) If the bank transfer payment is rejected, declined or unsuccessful, a cheque will be issued to Insured/Insured Person/Eligible Person/Claimant and posted to address stated on the claim form instead without further notice.
2. If the claim payments are settled in currencies other than the policy currency(ies), the payment amounts would be subject to change according to the prevailing exchange rate determined by AXA from time to time. The fluctuation in exchange rates may have impact on the payment amounts. You are subject to exchange rate risks. Exchange rate fluctuates from time to time. You may suffer a loss of your benefit values as a result of the exchange rate fluctuations.
3. AXA reserves the right to determine the claim payment method at its absolute discretion.

1. 凡選擇以「自動轉賬至銀行戶口」方式收取索償款項，
   a) 請同時提交印有投保人／受保人／合資格人士／索償人士全名及銀行戶口號碼之戶口證明 (如銀行存摺或自動櫃員機卡或銀行月結單副本等)。
   b) 投保人／受保人／合資格人士／索償人士是個人客戶，安盛保險 (百慕達) 有限公司 (於百慕達註冊成立的有限公司) ／安盛保險有限公司 (「AXA 安盛」) 只接受個人銀行儲蓄／支票戶口。
   c) 投保人／受保人／合資格人士／索償人士是公司客戶，AXA 安盛只接受公司銀行儲蓄／支票戶口。
   d) AXA 安盛將支付／轉賬港元到指定的銀行賬戶。
   e) 如銀行轉賬被拒絕或不成功，款項將以支票形式寄予投保人／受保人／合資格人士／索償人士於索償書上所提供的地址，而恕不另行通知。
2. 如索償款項的貨幣不是保單貨幣，該款項可能會受 AXA 安盛不時釐定的匯率而改變。匯率之波動會對索償款項構成影響。您須承受匯率風險。匯率會不時波動，您可能因匯率之波動而損失部分的利益價值。
3. AXA 安盛保留權利自行決定其索償款項的付款方式。

I/WE hereby request and authorize AXA China Region Insurance Company (Bermuda) Limited (Incorporated in Bermuda with limited liability)/AXA General Insurance Hong Kong Limited to pay benefit due in respect of this claim by (Please “✓” the appropriate box to indicate your choice):

我／我們在此要求並授權安盛保險 (百慕達)有限公司 (於百慕達註冊成立的有限公司) ／安盛保險有限公司用以下方式支付索償款項 (請以“✓”作出選擇)：

☐ Cheque (to be drawn in Hong Kong Dollar) 支票 (以港元結算支付款項)

☐ Cheque (To be drawn in Policy Currency which is non-Hong Kong Dollar) 支票 (以非港元保單貨幣結算支付款項)

☐ Autopay* to bank account (By HKD)

自動轉賬*至銀行戶口(以港元結算) * Please fill in Part below 請填妥以下部分

## Bank Account Information 銀行戶口資料

| | | | |
|---|---|---|---|
| Name of Bank<br>銀行名稱 | | | |
| Full Name in English of Account Holder(s)<br>銀行戶口持有人的名稱 | | | |
| Bank Account No.<br>銀行戶口號碼 | - - | | |
| | Bank Code<br>銀行編號 | Branch Code<br>分行編號 | Account No.<br>戶口號碼 |

## 7. PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料聲明

AXA China Region Insurance Company (Bermuda) Limited (Incorporated in Bermuda with limited liability)/AXA General Insurance Hong Kong Limited (referred to hereinafter as the "**Company**") recognises its responsibilities in relation to the collection, holding, processing, use and/or transfer of personal data under the Personal Data (Privacy) Ordinance (Cap. 486) ("**PDPO**"). Personal data will be collected only for lawful and relevant purposes and all practicable steps will be taken to ensure that personal data held by the Company is accurate. The Company will take all practicable steps to ensure security of the personal data and to avoid unauthorised or accidental access, erasure or other use.

Please note that if you do not provide us with your personal data, we may not be able to provide the information, products or services you need or process your request.

**Purpose**: From time to time it is necessary for the Company to collect your personal data (including credit information and claims history) which may be used, stored, processed, transferred, disclosed or shared by us for purposes ("**Purposes**"), including:

1. offering, providing and marketing to you the products/services of the Company, other companies of the AXA Group ("**our affiliates**") or our business partners, and administering, maintaining, managing and operating such products/services; 2. processing and evaluating any applications or requests made by you for products/services offered by the Company and our affiliates; 3. providing subsequent services to you, including but not limited to administering the policies issued; 4. any purposes in connection with any claims made by or against or otherwise involving you in respect of any products/services provided by the Company and/or our affiliates, including investigation of claims; 5. detecting and preventing fraud (whether or not relating to the products/services provided by the Company and/or our affiliates); 6. evaluating your financial needs; 7. designing products/services for customers; 8. conducting market research for statistical or other purposes; 9. matching any data held which relates to you from time to time for any of the purposes listed herein; 10. making disclosure as required by any applicable law, rules, regulations, codes of practice or guidelines or to assist in law enforcement purposes, investigations by police or other government or regulatory authorities in Hong Kong or elsewhere; 11. conducting identity and/or credit checks and/or debt collection; 12. complying with the laws of any applicable jurisdiction; 13. carrying out other services in connection with the operation of the Company's business; and 14. other purposes directly relating to any of the above.

**Transfer of personal data**: Personal data will be kept confidential but, subject to the provisions of any applicable law, may be provided to:

1. any of our affiliates, any person associated with the Company, any reinsurance company, claims investigation company, your broker, industry association or federation, fund management company or financial institution in Hong Kong or elsewhere and in this regard you consent to the transfer of your data outside of Hong Kong; 2. any person (including private investigators) in connection with any claims made by or against or otherwise involving you in respect of any products/services provided by the Company and/or our affiliates; 3. any agent, contractor or third party who provides administrative, technology or other services to the Company and/or our affiliates in Hong Kong or elsewhere and who has a duty of confidentiality to the same; 4. credit reference agencies or, in the event of default, debt collection agencies; 5. any actual or proposed assignee, transferee, participant or sub-participant of our rights or business; 6. any government department or other appropriate governmental or regulatory authority in Hong Kong or elsewhere; and 7. the following persons who may collect and use the data only as reasonably necessary to carry out any of the purposes described in paragraphs nos. 2, 3, 4 and 5 of the Purposes specified above: insurance adjusters, agents and brokers, employers, health care professionals, hospitals, accountants, financial advisors, solicitors, organisations that consolidate claims and underwriting information for the insurance industry, fraud prevention organisations, other insurance companies (whether directly or through fraud prevention organisation or other persons named in this paragraph), the police and databases or registers (and their operators) used by the insurance industry to analyse and check data provided against existing data.

Transfer of your personal data will only be made for one or more of the Purposes specified above.

**Access and correction of personal data**: Under the PDPO, you have the right to ascertain whether the Company holds your personal data, to obtain a copy of the data, and to correct any data that is inaccurate. You may also request the Company to inform you of the type of personal data held by it.

Requests for access and correction or for information regarding policies and practices and kinds of data held by the Company should be addressed in writing to:

Data Privacy Officer
AXA General Insurance Hong Kong Limited
5/F, AXA Southside, 38 Wong Chuk Hang Road, Wong Chuk Hang, Hong Kong

A reasonable fee may be charged to offset the Company's administrative and actual costs incurred in complying with your data access requests.

安盛保險有限公司／安盛保險（百慕達）有限公司（下稱"**本公司**"）明白其就《個人資料（私隱）條例》（香港法例第 486 章）（"**條例**"）收集、持有、處理、使用和／或轉移個人資料所負有的責任。本公司僅將為合法和相關的目的收集個人資料，並將採取一切切實可行的步驟，確保本公司所持個人資料的準確性。本公司將採取一切切實可行的步驟，確保個人資料的安全性，及避免發生未經授權或者因意外而擅自取得、刪除或另行使用個人資料的情況。

敬請注意，如果閣下不向本公司提供閣下的個人資料，我們可能無法提供閣下所需的資料、產品或服務，或無法處理閣下的要求。

**目的：**本公司不時有必要收集閣下的個人資料(包括信用資料和以往申索紀錄)，並可能因下列各項目的（"**有關目的**"）而供本公司使用、存儲、處理、轉移、披露或共享該等個人資料：

1. 向閣下推介、提供和營銷本公司、安盛集團的其他公司 ("**安盛關聯方**") 或本公司的商業合作夥伴之產品／服務，以及提供、維持、管理和操作該等產品／服務；2. 處理和評估閣下就本公司及安盛關聯方所提供之產品／服務提出的任何申請或要求；3. 向閣下提供後續服務，包括但不限於執行／管理已發出的保單；4. 與就本公司和／或安盛關聯方提供的任何產品／服務而由閣下或針對閣下提出的或者其他涉及閣下的任何索賠相關的任何目的，包括索賠調查；5. 偵測和防止欺詐行為(無論是否與就由本公司及／或安盛關聯方提供的產品／服務有關）；6. 評估閣下的財務需求；7. 為客戶設計產品／服務；8. 為統計或其他目的進行市場研究；9. 不時就本條款所列的任何目的核對所持有的與閣下有關的任何資料； 10. 作出任何適用法律、規則、規例、實務守則或指引所要求的披露或協助在香港或香港以外其他地方的警方或其他政府或監管機構執法及進行調查；11. 進行身份和／或信用核查和／或債務追收；12. 遵守任何適用的司法管轄區的法律；13. 開展與本公司業務經營有關的其他服務；及 14. 與上述任何目的直接有關的其他目的。

**個人資料的轉移：**個人資料將予以保密，但在遵守任何適用法律條文的前提下，可提供給：

1. 位於香港或香港以外其他地方的任何安盛關聯方、本公司的任何相關聯人士、任何再保險公司、索賠調查公司、閣下之保險經紀、行業協會或聯會、基金管理公司或金融機構，以及就此方面而言，閣下同意將閣下的資料轉移至香港境外；2. 與就本公司和／或安盛關聯方提供的任何產品／服務而由閣下或針對閣下提出的或者其他涉及閣下的任何索賠相關的任何人士(包括私家偵探)；3. 在香港或香港以外其他地方向本公司和／或安盛關聯方提供行政，技術或其他服務並對個人資料負有保密義務的任何代理、承包商或第三方；4. 信貸資料機構或（在出現拖欠還款的情況下）追討欠款公司；5. 本公司權利或業務的任何實際或建議的承讓人、受讓方、參與者或次參與者；6. 在香港或香港以外其他地方的任何政府部門或其他適當的政府或監管機關；及 7. 在有合理需要履行任何上述有關目的段落 2, 3, 4 及 5 之情況下，以下人士：保險理算人、代理和經紀、僱主、醫護專業人士、醫院、會計師、財務顧問、律師、整合保險業申訴和承保資料的組織、防欺詐組織、其他保險公司（無論是直接地，或是通過防欺詐組織或本段中指名的其他人士）、警察、和保險業就現有資料而對所提供的資料作出分析和檢查的數據庫或登記冊（及其運營者）。

閣下的個人資料將僅為上文中規定的一個或多個有關目的而被轉移。

**個人資料的查閱和更正：**根據條例，閣下有權查明本公司是否持有閣下的個人資料，獲取該資料的副本，以及更正任何不準確的資料。閣下還可以要求本公司告知閣下本公司所持個人資料的種類。

查閱和更正的要求，或有關獲取政策、常規及本公司所持的資料種類的資料，均應以書面形式發送至：

香港黃竹坑黃竹坑道 38 號安盛匯 5 樓
安盛保險有限公司
個人資料保護主任

本公司可能會向閣下收取合理的費用，以抵銷本公司為執行閣下的資料查閱要求而引致的行政和實際費用。

## 8. DECLARATION AND AUTHORISATION 聲明及授權

1. I/WE HEREBY DECLARE AND AGREE that (1) all statements and answers to all questions whether or not written by my/our own hand are to the best of my/our knowledge and belief complete and true; (2) AXA China Region Insurance Company (Bermuda) Limited (Incorporated in Bermuda with limited liability)/AXA General Insurance Hong Kong Limited (the "Company") is not bound by and is not required to rely on any statement which I/We may have made to any person if not written or printed here.
2. I/WE, HEREBY AUTHORIZE (1) any employer, medical practitioner, paramedical examiners, hospital, clinic, insurance company, bank, financial institution, police, government institution, or other organization, institution or person, that has any records or knowledge of me/us to disclose such information to the Company; (2) the Company or any of its appointed medical examiners, paramedical examiners or laboratories to perform the necessary medical assessments and tests to evaluate in relation to this claim. This authorization shall bind the successors of and remains valid notwithstanding death or incapacity. A photocopy of this authorization shall be as valid as the original.
3. I/WE ACKNOWLEDGE AND CONFIRM that I/we have read and understood the Personal Information Collection Statement ("PICS"). I/We confirm that I/we have been advised to read carefully the PICS, and I/we have read it carefully its effect and impact in respect of my/our personal data collected or held by the Company (whether contained in this application or otherwise). Based on the foregoing, I/we hereby give my/our acknowledgement and agree to the use and transfer of my/our personal data by the Company in accordance with the PICS.

1. 本人／我們謹此聲明及同意(1)上述一切陳述及問題的所有答案，不論是否本人／我們親手所寫，就本人／我們所知所信，均為事實全部並確實無訛；(2) 本人／我們對任何人所作出的任何聲明，如沒有在此申請書上填寫或印出，安盛保險 (百慕達)有限公司 (於百慕達註冊成立的有限公司)／安盛保險有限公司(「貴公司」) 不須受其約束。
2. 本人／我們茲授權(1)任何僱主、註冊西醫、醫療人員、醫院、診所、保險公司、銀行、財務機構、警察、政府機構、或其他組織、機構或人士、凡知道或持有任何本人／我們之紀錄者，均可將該等資料提供給貴公司；(2) 貴公司或任何其指定之醫生或化驗所，可就此賠償申請替本人／我們進行所需之醫療評估及測試，作為審核本人／我們之索償。此授權對本人／我們之繼承人具有約束力；即使本人／我們身故或無行為能力時，此授權仍具效力。本授權書的影印本與正本均有同等效力。
3. 本人／我們確認本人／我們已閱讀並明白收集個人資料的聲明《該聲明》。本人／我們確認本人／我們已被通知本人／我們須詳細閱讀《該聲明》，而本人／我們已詳細閱讀《該聲明》對貴公司所收集或持有之本人／我們的個人資料的影響(不論是否此表格所載或從其他途徑所取得)。根據以上所述，本人／我們特此確認並同意貴公司根據《該聲明》使用及轉移本人／我們的個人資料。

| Signature of Insured Person/Claimant Or Signature of Policyholder (if claimant in under 18 years old)<br>被保人/索償人簽署保單持有人簽署 (如索償人未滿18 歲) | Date (DD/MM/YYYY)<br>日期 (日/月/年) |
|---|---|
| | |

## 9. DOCUMENT CHECKLIST 所需文件指引

Below is a list of documents required to proceed with your claim. In certain circumstances, more information may be required to substantiate the claim. 請提供下列文件。本公司有可能就個別情況要求進一步文件證明，以處理索償申請。

| Documents Required (Please ✓ against the documents you have submitted)<br>所需文件（請✓您所提交的文件） | |
|---|---|
| Basic for all types<br>所有索償類別的基本文件 | ☐ Completed Claim Form 索償表<br>☐ A copy of the internal incident report from building management. If possible, please also detail any remedial action taken after the incident<br>由管理處發出的內部意外管理報告<br>☐ Photos showing the scene of the accident and extent of third party property damaged and/or bodily injury, if possible<br>意外現場和第三者造成的損毀和人身傷害的照片<br>☐ Any third party correspondence, summons or writs. Please note that any such correspondence should be forwarded to us immediately unanswered.<br>第三者發出的文件／通知，請不要回覆第三者所發出之文件／通知並盡快交給我們 |

## 10. TRACK YOUR CLAIM STATUS 了解您的索償進度

Once your claim is registered, you will be updated through Email. If you have any query on your claim, please reach us at
當我們收到您的索償申請，您將收到電子郵件了解索償進度。如果您對您的索償有任何疑問，請聯絡我們

(852) 2523 3061 | www.axa.com.hk (Claims Section) | home.claims@axa.com.hk

*AXA is committed to making your Third Party Liability insurance claim process as easy and stress-free as possible. Thank you for insuring with us. We are always glad to be of service.*

*安盛致力使您的第三者責任保險索償過程輕鬆簡單。感謝您與我們投保。我們很高興為您服務的。*

**Important notes – 重要事項**

1. If you receive any communications in any way connected with the accident. Please forward them UNANSWERED to the company IMMEDIDATELY.
如閣下收到有關此次失事的一切函件，請不必回覆並立即送交本公司，以便處理。
2. Send all Summons Letters of Prosecution immediately upon receipt. Please do not answer by yourself.
收到任何控告書後請立即轉交本公司，不能私自作答。

# Use of the HKIE Logo by Divisions/Committees Co-organising/Supporting an Activity

When a number of Divisions/Committees are co-organising an activity at the divisional level or co-organising/supporting an event involving an external party, the normal practice of use of logo is to display the name and logo of each of Divisions/Committees involved in the event. In some special cases if Divisions/ Committees wish to use the HKIE logo (instead of logos of individual Divisions/ Committees involved), this guideline is to be observed.

## I. When three or more Divisions/Committees are involved

When three or more Divisions/Committees wish to use the HKIE logo for either (a) co-organising/ supporting an activity involving an external party; or (b) co-organising an activity at the divisional level, the Divisions/Committees should first assess the event concerned with reference to the following parameters:

Event

- objectives of the event should be in line with the vision and mission of the HKIE
- no commercial value
- high quality event
- high subject relevance
- scale (substantial number of participants taking part)
- learned society activities for knowledge exchange is preferred instead of social events
- positive impact to the image of the HKIE

Obligation of the HKIE (and the Divisions/Committees)

- no financial commitment and/or cost implication for the HKIE
- suitable role and acceptable obligations for the HKIE and its Divisions/Committees as one of the co-organisers/supporters

The Organisers, Co-organisers and other Participating Parties

- involvement of political parties or pressure groups in the event is not preferred
- the organisers/co-organisers and other participating parties are of good reputation
- the organisers/co-organisers and other participating parties are of comparable status to that of the HKIE

If the conditions are satisfied, Divisions/Committees should inform the Learned Society Board (LSB) via the Secretariat of their decision to use the HKIE logo in the event by sending a duly completed Declaration Form (attached) to learned@hkie.org.hk for record. The Secretariat will provide the Divisions/Committees with a set of HKIE logo and guidelines for use and reference.

## II. When not more than two Divisions/Committees are involved

Divisions/Committees shall follow the guideline listed below:

| **Number of Divisions/ Committees involved** | **Co-organising an activity at divisional level or with an external party** | **Supporting an activity at divisional level or organised by external party** |
|---|---|---|
| Two | Considered by the LSB on a case-by-case basis* | Considered by the LSB on a case-by-case basis* |
| One | Considered by the LSB* on a case-by-case basis | Not applicable |

* Divisions/Committees should make their request in writing by sending an email together with a duly completed Declaration Form (attached) to the Secretariat at learned@hkie.org.hk after assessing the event concerned with reference to the aforementioned parameters and considering the conditions to be satisfied. The Secretariat, in gathering all the necessary information, will circulate the request to members of the LSB for consideration on a case-by-case basis. The circulation process would normally take not more than two weeks.

Note

In any case when the HKIE logo is used, the logo(s) of Division(s)/Committee(s) shall not be displayed in the event.

The HKIE Secretariat
September 2019

To: Learned Society Board

**USE OF HKIE LOGO BY DIVISIONS/COMMITTEES CO-ORGANISING/ SUPPORTING AN ACTIVITY**

**DECLARATION FORM**

** Please delete as appropriate*

The _____*[List all Division(s)/Committee(s) involved]*_____ *Division(s)/Committee(s) wish(es) to use the HKIE logo for *co-organising/supporting the following activity:

| | |
|---|---|
| Title: | |
| Date, Time and Venue: | |
| Organiser(s): | |
| Co-organiser(s): | |
| Brief Descriptions of the Activity *(Please attach a copy of leaflet, programme etc. if available)*: | |

On behalf of the _____*[List all Division(s)/Committee(s) involved]*_____ *Division(s)/Committee(s), *I/we hereby confirm that *I/we have assessed the activity concerned against the parameters set out in the guideline on "Use of the HKIE Logo by Divisions/Committees Co-organising/Supporting an Activity", and declare that the activity has met all specified conditions.

In this regard, please be informed that *I/we:

☐ have made a decision to use the HKIE logo in the activity.
☐ request the Board's approval to use the HKIE logo in the activity.
*(Please put a tick in an appropriate box above)*

Signed by

| | Division/Committee | Name of Chairman | Signature |
|---|---|---|---|
| 1. | | | |
| 2. | | | |

3.

4.

5.

6.

7.

8.

Date: _____

# NOTES FOR VISA APPLICATION FOR NON-LOCAL SPEAKERS COMING TO HONG KONG TO DELIVER SPEECHES/ PRESENTATIONS

## Initiatives to Enhance Travel Convenience for Visitors

The Immigration Department has kept the visa control system and assessment procedures under constant review. New measures will be implemented as and when necessary to enhance the travel convenience for tourists and business visitors. The Government's existing immigration facilitation for non-local speakers has been further relaxed. With effect from 1 June 2022, non-local speakers across the board are allowed to deliver speeches/presentations without the need to apply for an employment visa/entry permit for 14 consecutive days (up from seven days) upon each arrival, and the cap on the number of events has been removed. However, the condition that they should not be remunerated (other than expenses in respect of the provision of accommodation, passage, meals, etc. relating to the event) remain unchanged.

Persons who require a visa/entry permit to visit Hong Kong may also benefit from the Pilot Scheme and facilitation for non-local speakers (i.e. they need not apply for an employment visa/entry permit separately), but they still need to apply for a visit visa/entry permit.

All persons are subject to applicable immigration control for visiting Hong Kong, including examination upon arrival in accordance with the applicable laws, policies and practices.

## Pilot Scheme on Immigration Facilitation for Visitors Participating in Short-term Activities in Designated Sectors (Pilot Scheme for STV)

Purpose

The "Immigration Facilitation Scheme for Visitors Participating in Short-term Activities in Designated Sectors" ("the STV Scheme") is implemented with effect from 1 June 2024. It aims to provide immigration facilitation to visitors invited/sponsored by authorised host organisations ("eligible visitors") for undertaking specified short-term activities which are beneficial to the Hong Kong Special Administrative Region ("HKSAR").

General

Regulation 2(1) of the Immigration Regulations (Chapter 115A), Laws of Hong Kong, stipulates that permission given to a person to land in Hong Kong as a visitor shall be subject to the following conditions of stay:

(a) he shall not take any employment, whether paid or unpaid;
(b) he shall not establish or join in any business; and
(c) he shall not become a student at a school, university or other educational institution.

Any person who contravenes a condition of stay in force in respect of him shall be guilty of an offence and shall be liable on conviction to a maximum fine of HK$50,000 and to imprisonment for 2 years under section 41 of the Immigration Ordinance (Chapter 115), Laws of Hong Kong.

The Facilitation under the STV Scheme

Under the STV Scheme, eligible visitors will not need to apply for an employment visa / entry permit to undertake the specified short-term activities in the HKSAR. The duration of participation in the specified short-term activities is up to 14 consecutive calendar days, counting from the day when the eligible visitors start to participate in such activities, for each period of permitted stay as visitor (i.e. upon each arrival in the HKSAR). There is no cap on the number of designated short-term activities the eligible visitors may participate in during that 14-day period.

Specified Short-term Activities in 12 Designated Sectors

The STV Scheme covers 12 sectors as supported by the relevant government bureaux/departments. The target beneficiaries to be invited are either talent in shortage or that their participation in the short-term activities concerned is conducive to achieving certain policy objectives. The following 12 sectors will be covered:

1. Medical and healthcare
2. Higher education
3. Arts and culture
4. Sports
5. Heritage
6. Creative industries
7. Innovation and technology
8. The Hong Kong Laureate Forum
9. Aviation
10. International/mega events
11. Finance
12. Development and Construction*

*(*Note: HKIE is one of the professional organisations that are permitted to engaged non-local professionals for the permitted activities, the Construction Industry Council (CIC) and Development Bureau (DEVB) would be the authorities to confirm that the organisations' applications for the activities serves to benefit the construction industry. In consulting CIC and DEVB, professional organisations should set out their assessment on the need for the expert advice/service and the benefit to be brought to the industry to confirm the justifications of their applications.)*

Other Authorised Host Organisations and Scope of Facilitation

The list of authorised host organisations and the scope of facilitation under the STV Scheme as endorsed by the relevant bureaux/departments can be found at the following website: https://www.immd.gov.hk/pdf/stv_scope_of_facilitation(e).pdf. The list of authorised host organisations and the scope of facilitation may be subject to change from time to time.

Invitation Letter

Eligible visitors should be endorsed by the authorised host organisations by way of invitation letters. The scope of the specified short-term activities and the roles of the eligible visitors as specified in the invitation letters must be strictly adhered to.

Applicability and Entry Arrangements for Eligible Visitors

The STV Scheme is applicable to eligible visitors, including:

(i) nationals of countries who may visit the HKSAR visa-free ("visa-free nationals");
(ii) persons who require a visa / entry permit to enter the HKSAR for visit; and
(iii) Mainland, Macao and Taiwan residents.

The list of foreign nationals who may visit the HKSAR visa-free and the respective visa-free period can be found at the following website: https://www.immd.gov.hk/eng/services/visas/visit-transit/visit-visa-entry-permit.html. If the eligible visitors are not visa-free nationals, they must obtain visit visas/entry permits before coming to the HKSAR. For eligible visitors who are Mainland, Macao and Taiwan residents, the prevailing entry arrangements for visiting the HKSAR for these residents will continue to apply. If the eligible visitors are Mainland residents, they are required to apply for travel documents and exit endorsements corresponding to their nature of coming to Hong Kong from the relevant Mainland authorities in accordance with the prevailing requirements. The invitation letters are not approval documents for them to enter Hong Kong and are not supporting documents for their applications for relevant travel documents and exit endorsements from the Mainland authorities.

Important Notice

For the avoidance of doubt, the invitation letters issued by host organisations are:

(i) **NOT** guarantee that the eligible visitors' applications for visit visa / entry permit (if applicable) will be approved. If the eligible visitors are Mainland residents, they are required to apply for travel documents and exit endorsements corresponding to their nature of coming to Hong Kong from the relevant Mainland authorities in accordance with the prevailing requirements. The invitation letters are **NOT** approval documents for them to enter Hong Kong and are **NOT** supporting documents for their applications for relevant travel documents and exit endorsements from the Mainland authorities;
(ii) **NOT** "visa / entry permit letters" issued by the Immigration Department for entering the HKSAR. See (i) above; and
(iii) **NOT** guarantee that the eligible visitors will be granted permission to land in the HKSAR. All eligible visitors will be subject to immigration examination upon arrival in the HKSAR. They should meet the eligibility criteria for entry for visit and normal immigration requirements.
(iv) Eligible visitors who intend to take employment / participate in activities beyond the scope of the STV Scheme, establish or join in any business, or take up studies in the HKSAR should apply for appropriate visas / entry permits from the Immigration Department. In accordance with the Immigration Ordinance (Cap. 115), persons who have breached the conditions of stay are liable to prosecution and removal from the HKSAR.

Enquiries

For more information on the Pilot Scheme, please visit Immigration Department 's website (www.immd.gov.hk/eng/services/visas/stv.html). For further enquiries on the facilitation for designated sectors, please contact the relevant bureaux/departments.

**Entry for Employment as Professionals in Hong Kong**

For scenarios not meeting the requirements of the STV Scheme, a non-local speaker may be required to apply for Entry for Employment as Professionals in Hong Kong. Application forms and guidebooks could be downloaded at the website of the Immigration Department at the following links:

| Form No | Form Title |
|---|---|
| ID 990A | Application for Entry for Employment as Professionals in Hong Kong (to be completed by the applicant) http://www.immd.gov.hk/eng/forms/forms/id990a.html |
| ID 990B | Application for Employing Professionals in Hong Kong (to be completed by the employing company) http://www.immd.gov.hk/eng/forms/forms/id990b.html |
| ID(C) 991 | Guidebook for Entry for Employment as Professionals in Hong Kong - Chinese version http://www.immd.gov.hk/eng/forms/forms/id-c-991.html |
| ID(E) 991 | Guidebook for Entry for Employment as Professionals in Hong Kong - English version http://www.immd.gov.hk/eng/forms/forms/id-e-991.html |

Please refer to the Guidebook for detailed application procedures. Completed form ID 990B should be submitted together with the following supporting documents:

Forms and Documents to be Submitted by Employing Company:

- Application for Employment Professionals in Hong Kong (ID 990B)
- Photocopy of the company's employment contract with or letter of appointment to the applicant containing information about post, salary, other fringe benefits and employment period. *(e.g. invitation letter to the speaker)*
- Photocopy of the Business Registration Certificate* *(e.g. Photocopy of HKIE Constitution)*
- Photocopy of proof of financial standing (e.g. latest audited financial report, trading profit and loss account, or profit tax return)* *(e.g. Photocopy of the Statement of Financial Position stated in the Annual Report for the HKIE)*
- Documents with details of company background such as business activities, mode of operation, background/connection of company, product ranges, sources and markets, membership of chamber of commerce (if any), etc. (supported with catalogues, brochure, etc.)* *(e.g. A copy of Report of Activities and Annual Report for the HKIE)*
- Detailed business plan (e.g. information on source of funds, estimated capital injection, nature/mode of business activities, expected turnover, sales volume, gross and net profit in the coming years, and proposed creation of local job posts, etc.) [for companies newly set up within 12 months only]*

*(*Submission is not required if the employing company has successfully obtained an employment or training visa/entry permit for a non-local staff in the past 24 months immediately before submission of the application.)*

Enquiries

For more information about the entry arrangements for employment as professionals in Hong Kong, please visit the Immigration Department 's website at: www.immd.gov.hk. Enquiries could be made by email to enquiry@immd.gov.hk, by hotline at 2824 6111 or by fax at 2877 7711. Immigration Department will advise on the visa requirement, having regard to all the circumstances of individual case.

Lead time

Divisions/Committees are encouraged to request the non-local speaker(s) to fill out the Non-local Speakers Declaration Form well in advance and allow ample time for the visa application process. It is recommended to allow at least 2 months for the visa application.

After submission of application

Divisions/Committees must deposit with the HKIE Secretariat a copy of the submitted application in confidence for record purpose or any follow-up actions if needed.

After approval of visa application

After the visa application has been approved and a visa permit label appended with a confirmation letter has been issued from the Immigration Department, Divisions/Committees shall deliver the visa permit label and confirmation letter to the speaker **BEFORE** his/her arrival in Hong Kong. The speaker(s) should peel off the self-adhesive visa permit label from the backing sheet and stick it onto a blank visa page of his/her valid travel document with the same nationality as stated in the application before coming to Hong Kong.

For speaker(s) who is a Chinese resident of the Mainland, he/she should apply for an Exit-entry Permit for Travelling to and from Hong Kong and Macao (EEP) and a relevant exit endorsement from the Public Security Bureau office where his/her household registration is kept. The issued entry permit label should be affixed onto a blank endorsement page of the applicant's EEP on whish your relevant exit endorsement has been obtained. Speaker(s) should present the EEP for immigration examination upon arrival in Hong Kong. In case the EEP bearing the relevant exit endorsement is an electronic EEP, the speaker(s) should present it together with the entry permit label for immigration arrival clearance.

Filing to the Inland Revenue Department

Payments to non-residents of Hong Kong for compensating the services provided have to be reported to the Inland Revenue Department (IRD). To comply with this reporting requirement, if Divisions/Committees plan to pay for the services provided by the non-local speaker(s), the following information of the non-local speaker(s) has to be provided to the HKIE Secretariat (in confidence) once the invitation is confirmed:

- The categories (e.g. honorarium, allowance, etc.) and amount of the payments.
- Personal particulars (such as name, nationality and passport number, day-time contact telephone number, postal addresses in Hong Kong and his/her home country).
- A copy of the contract made and the nature of service rendered.
- The dates and amounts of payments made or expected to be made and periods covered by the payments.
- Date of departure from Hong Kong.

Sample of application

Please refer to the Appendix for reference.

**Reminders For Divisions/Committees**

Divisions/Committees shall appoint an Authorised Person to act on behalf of the Divisions/Committees to handle the application for participation in the designated short-term activities under the STV Scheme or employment visa/entry permit of non-local speaker(s) for an event, and to coordinate with other event organisers outside the HKIE for visa application if needed.

At the beginning of the Session, Divisions/Committees shall inform the Secretariat of the name and contact information of the Authorised Person appointed to handle such matter.

*Source: Website of the Immigration Department, the Government of the Hong Kong Special Administrative Region: http://www.immd.gov.hk/*

*Updated on 16 July 2024*

**Non-local Speakers Declaration Form**

To comply with the Immigration Regulations of the Hong Kong Special Administrative Region, _____ *(name of organiser(s))* would like to obtain the following information from all non-local speakers. The principal purpose of requesting the information on this form is to determine whether you are eligible to attend our event to deliver speech(es)/presentation(s) as a visitor without the need for a working visa or permit. Otherwise, a working visa or permit is required to be obtained from the Immigration Department of the Hong Kong Special Administration Region.

1. The duration of my stay to attend _____*(title of event organised by Division/Committee)* in Hong Kong will be no longer than seven days
   ☐Yes (Period of Stay – From _____to _____)
   ☐No (Period of Stay – From _____ to _____)

2. I will only attend one event (i.e. the aforementioned event) to deliver speech(es)/presentation(s) during the above period of stay in Hong Kong.
   ☐Yes (Please go to Question 4)
   ☐No (Please go to Question 3)

3. I will attend the following event(s) during the above period of stay in Hong Kong:

| **Date of Event(s)** | **Name of Event(s)** | **Organiser(s)** | **Contact Person of the Organiser(s) with Phone Number/ Email Address (for co-ordination on application for working visa if necessary)** |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

4. I will NOT be remunerated for speaking in any of the above event(s) (other than provision of accommodation, passage, meals, etc. relating to the event, or the reimbursement of such expenses.)
   ☐Yes
   ☐No

**Speaker's Signature**_____ **Date**_____
**Print Name** **(** **)**

**Note: If the answer to any of Questions 1, 2 and 4 is "No", application of a working visa or permit from the Immigration Department of the Hong Kong Special Administrative Region is required.*

# 香港特別行政區政府入境事務處
# Immigration Department, the Government of the Hong Kong Special Administrative Region

## 聘用專業人士來港就業申請表*(由聘用公司填寫)*
## Application for Employing Professionals in Hong Kong *(to be completed by the employing company)*

| 此欄由辦理機關處理<br>FOR OFFICIAL USE ONLY |
|---|
| 檔案條碼 Reference barcode |

**注意：** (i) 有關申請手續及所需文件，請參閱「專業人士來港就業入境指南」[ID(C) 991]。
**Note :** Please read the 'Guidebook for Entry for Employment as Professionals in Hong Kong' [ID(E) 991] for the application procedures and documents required for the application.
(ii) 領取本表格無須繳費。 This form is issued free of charge.
(iii) 請用黑色或藍色筆以正楷填寫本表格。 Please complete this form in BLOCK letters using black or blue pen.
(iv) ☐ 請在適當方格內填上「✓」號。 ☐ Please tick as appropriate.

### 1. 在港的聘用公司 Employing Company in Hong Kong

#### (i) 在港的聘用公司的資料 Particulars of employing company in Hong Kong

| | |
|---|---|
| 公司名稱 Name of the company<br>The Hong Kong Institution of Engineers | 獲授權人士／聯絡人 Authorised person/Contact person<br>CHAN Tai Man Name of Division's contact |
| 電郵地址 (如有) E-mail address (if any) | taiman.chan@xxx.com.hk Email of Division's contact person |
| 網址 (如有) Website (if any) | www.hkie.org.hk |
| 公司地址 (請在界內填寫) Company address (please fill in within border)<br>Enter name of the Division / Committee<br>XXX Division/Committee<br>9/F Island Beverley, No.1 Great George Street<br>Causeway Bay, Hong Kong | 通訊地址 (請在界內填寫) Correspondence address (please fill in within border)<br>Enter name of the Division / Committee<br>XXX Division/Committee<br>9/F Island Beverley, No.1 Great George Street<br>Causeway Bay, Hong Kong |
| 聯絡電話號碼 Contact telephone no. 2100 1200 內線 Ext. | 傳真號碼 Fax no. 2100 1213 |
| 商業登記證號碼 Business registration certificate no. NIL | 開業日期 Date of commencement of business 05 (日 dd) 12 (月 mm) 1975 (年 yyyy) |
| 業務性質 Nature of business | The Hong Kong Institution of Engineers is a Learned Society established under the Hong Kong Institution of Engineers Ordinance, Chapter 1105 of the Laws of Hong Kong. |
| 如爲附屬公司，請填寫母公司的名稱及地址<br>If a subsidiary, state the name and address of the parent company | |

Division's contact phone and Fax no.

#### (ii) 受聘僱員(申請人)擬在港擔任職位的詳情 Details of position offered to the employee (applicant) in Hong Kong

| | |
|---|---|
| 僱員姓名 (英文) Name of employee (in English) | 姓 Surname: Smith Name of the guest to be invited<br>名 Given names: George Anthony |
| 職位名稱 Post title | Speaker |
| 公司內部調職(註 [1]) Intra-company transfer (Note[1]) | ☐ 是 Yes ☑ 否 No |
| 擬給予僱員的月薪 (以港幣計算) Monthly salary offered to the employee (in HK$) | 0 |
| 其他附帶福利(請列明款額及類別，例如房屋、醫療津貼、認股權等) Other fringe benefits (please specify the amount and type e.g. housing, medical allowances, share options etc.) | List of fringe benefits agreed by Division/Committee |
| 其他附帶福利按月的總值約數 (以港幣計算) Approximate total value of fringe benefits per month (in HK$) | 5 5 0 2 0 Reference only |
| 薪酬福利按月的總值 (以港幣計算) Total value of remuneration package per month (in HK$) | 5 5 0 2 0 Reference only |

如希望豁免證明本地招聘困難，請註明擬聘用的職位屬「人才清單」表列的本地人才短缺的專業，以及／或招聘的職位年薪(計及房屋津貼等其他附帶福利的整套薪酬福利條件)達港幣 200 萬元或以上。(只適用於根據「一般就業政策」及「輸入內地人才計劃」遞交的申請。)有關「人才清單」的詳情，請參閱網址：www.talentlist.gov.hk。
To seek exemption from providing proof to substantiate the difficulties in local recruitment, please state if the post offered falls under the professions with shortage of local supply as listed in the Talent List, and/or the annual salary (total remuneration package including other fringe benefits such as housing allowance) for the vacancy is HK$ 2 million or above. (Only applicable to applications submitted under the General Employment Policy and the Admission Scheme for Mainland Talents and Professionals.) For details about the Talent List, please visit the website: www.talentlist.gov.hk.

| | | |
|---|---|---|
| ☐ 「人才清單」表列的專業 Professions as listed in the Talent List | 請註明申請人所屬的專業：Please state the profession to which the applicant belongs: _____ | ☐ 擬招聘的職位年薪(計及房屋津貼等其他附帶福利的整套薪酬福利條件)達港幣 200 萬元或以上 The annual salary (total remuneration package including other fringe benefits such as housing allowance) for the vacancy is HK$ 2 million or above |

| | |
|---|---|
| 如本表格爲影印本或從互聯網下載，請填寫此欄。<br>Please complete this column if this form is a photocopy or downloaded copy. | 在本頁內所填報的資料均屬正確、完備和真實。<br>The information given on this page is correct, complete and true.<br>聘用公司的授權人姓名和簽署及公司蓋章(註 [2])<br>Name & signature of authorised person and company chop (Note[2]) CHAN TAI MAN (Chop)<br>日期 Date 30 June 2024 職位 Post title Chairman, XXX Division, The HKIE |

註 [1]：包括集團內部調職。
Note[1]： Including intra-group transfer.
註 [2]：聘用公司可授權一名人士代表公司簽署。在此情況下，獲授權人士應在簽署旁加蓋公司印章。
Note[2]: An authorised person may sign on behalf of the employing company. In such case, the company chop should be endorsed beside the signature.

SAMPLE

## (ii) 受聘僱員(申請人)擬在港擔任職位的詳情（續）Details of position offered to the employee (applicant) in Hong Kong (Continued)

職務範圍 (如有需要，請另頁繼續。) Description of job duties (Continue on a separate sheet if necessary.)

- As speaker at the International Conference on Science and Technology to be held on 16 August 2024:
To deliver a presentation on the topic of "Revolution on nanotechnology engineering"

- As speaker at workshop on "Nanotechnology engineering in the next generation" to be held on 17 August 2024:
To provide a valuable opportunity for young engineers to learn from Prof George A. Smith

Reference only

如擬聘用的職位是現有職位，請提供現時該職位的入職資格及薪酬。 (如適用)
If the post offered is an existing position, please provide current qualifications required and salaries offered for the post. (if applicable)

N/A

請說明僱用申請人來港就業的理由及該職位未能由本地僱員擔任的原因。 (只適用於根據「一般就業政策」及「輸入內地人才計劃」遞交的申請，但擬聘用的職位屬「人才清單」表列的本地人才短缺的專業，或招聘的職位年薪(計及房屋津貼等其他附帶福利的整套薪酬福利條件)達港幣 200 萬元或以上則除外。)
Please give the justifications for employing the applicant in Hong Kong and the reasons why the post cannot be filled by locals. (Only applicable to applications submitted under the General Employment Policy and the Admission Scheme for Mainland Talents and Professionals, except the post offered falling under the professions with shortage of local supply as listed in the Talent List or the vacancy with an annual salary (total remuneration package including other fringe benefits such as housing allowance) of HK$ 2 million or above.)

Professor George A. Smith is currently the Head of Electrical Engineering Department in University of Cambridge. He has made significant contributions in reserach and engineering practice on nanoscience and nanotechnology, especially related to human diseases.

As an educator, the international scope of his experience spans over 20 countries on six continents. Throughout his career as an educator, he has also established the Nanoscience Centre which provided a variety of Nano-related programmes for researches and studies.

Professor Smith was elected as a Fellow of the Royal Academy of Engineering, a Fellow of the Institute of Physics and a Fellow of IET.

In view of Professor Smith's achievement and international recognition in the aspect of nanoscience engineering, the Institution would like to invite him to share his valuable experience with members and engineering practitioners on related topics.

Reference only

## (iii) 公司的財政狀況 Financial standing of the company

如聘用公司已在香港聯合交易所有限公司主板或創業板上市，則無須填寫以下資料，但請在右方填寫股份代號：
If the employing company is listed on the Main Board or the Growth Enterprise Market of The Stock Exchange of Hong Kong Limited, please leave the following fields blank and provide the stock code on the right side instead:

股份代號 Stock code

過去兩年的公司營業額 Value of turnover of the company in the past 2 years

Total value under "Source of Fund" provided in the latest HKIE Annual Reports. Reference: https://www.hkie.org.hk/en/membership/annual_report

| 年份 Year | 港幣 HK$ | ('000) (千元) |
|---|---|---|
| 2023 / 2024 | 港幣 HK$ 85460 | ('000) (千元) |
| 2022 / 2023 | 港幣 HK$ 76790 | ('000) (千元) |

繳足股本 Paid-up capital

港幣 HK$:

如本表格爲影印本或從互聯網下載，請填寫此欄。

Please complete this column if this form is a photocopy or downloaded copy.

在本頁內所填報的資料均屬正確、完備和真實。
The information given on this page is correct, complete and true.

聘用公司的授權人姓名和簽署及公司蓋章(註 [2])
Name & signature of authorised person and company chop (Note[2]) CHAN TAI MAN (Chop)

日期 Date 30 June 2024 職位 Post title Chairman, XXX Division, The HKIE

註 [2]： 聘用公司可授權一名人士代表公司簽署。在此情況下，獲授權人士應在簽署旁加蓋公司印章。
Note[2]： An authorised person may sign on behalf of the employing company. In such case, the company chop should be endorsed beside the signature.

**(iv) 公司現時在本港聘用的僱員人數 Number of staff currently employed by the company in Hong Kong**

聘用公司現時在本港的僱員人數（截至）
Present staffing position of the employing company in Hong Kong as at 30 (日 dd) 06 (月 mm) 2024 (年 yyyy)

| | 本地僱員 Local | 非本地僱員 Non-local |
|---|---|---|
| (1) 專業、管理及督導階層僱員人數 Number of professional, managerial, & supervisory staff | 19 | 0 |
| (2) 其他僱員人數 Number of other staff | 47 | 0 |

**(v) 公司在本港聘用非本地僱員的資料 Information of employing non-local staff by the company in Hong Kong**

(1) 在緊接本申請前的 24 個月內，公司曾否爲非本地僱員成功申請工作或受訓簽證／進入許可？
Did your company successfully obtain an employment or training visa/entry permit for non-local staff in the past 24 months immediately before the submission of this application?

☑ 有 Yes　請提供最近受聘或受訓的非本地僱員在本處的申請檔案號碼。
Please provide the application reference in our department of the latest non-local staff being employed or trained.
(檔案號碼 Reference no.: EEEN-1403631-23(2) refernce no is valid until Oct 2023 )

☐ 沒有 No

(2) 在緊接本申請前的 18 個月內，公司曾否根據補充勞工優化計劃（前稱補充勞工計劃）／院舍輸入護理員特別計劃／行業輸入勞工計劃向相關決策局／部門遞交輸入勞工來港就業申請？
Did your company submit any application(s) to import worker(s) into Hong Kong under the Enhanced Supplementary Labour Scheme (formerly known as Supplementary Labour Scheme) / Special Scheme to Import Care Workers for Residential Care Homes / Sector-specific Labour Importation Schemes to the concerned bureau(x)/department(s) in the past 18 months immediately before the submission of this application?

☐ 有 Yes　請提供申請檔案號碼:
Please provide the application reference no.: _____
申請職位名稱 Applied post title _____　申請勞工數目 Number of worker(s) applied _____
申請日期 Date of application _____
申請結果 Application result　☐ 獲批准 Approved　☐ 不獲批准 Not approved

☐ 沒有 No

## 2. 在港聘用公司的陳述說明及聲明 (由獲授權人士作出陳述說明及聲明)
## Employing Company's Statement and Declaration (To be made and declared by the authorised person)

本人同意爲處理本申請個案而進行任何所需的查詢。
I consent to the making of any enquiries necessary for the processing of this application.

本人同意可將此申請表內各項資料提供予各政府決策局、部門(包括稅務局)及其他在香港特別行政區境內或境外的公、私營機構(包括強制性公積金計劃管理局)以作核對用途。
I consent to the use/disclosure of any information herein by/to any government bureaux, departments (including the Inland Revenue Department) and any other public or private organisations inside or outside the Hong Kong Special Administrative Region (including the Mandatory Provident Fund Schemes Authority) for verification purposes.

本人承諾倘申請人在入境事務處處長所批准的逗留期限屆滿時仍未離港，本人願意承擔責任，將申請人遣返(填上原居地)_____。
I undertake to assume responsibility for the applicant's repatriation to (place of domicile) the UK Reference only if at the expiry of limit of stay granted by the Director of Immigration, the applicant fails to leave Hong Kong.

本人承諾會將申請人在本港就業情況的任何變更或終止事宜通知入境事務處處長。
I undertake to inform the Director of Immigration of any changes or cessation in the applicant's employment in Hong Kong.

☐ 本人確認已盡力在本港進行招聘工作，但未能覓得合適的本地人擔任有關職位。(如未能確認已盡力在本港進行招聘工作，請說明原因：_____)(如有需要，可用另頁填寫。)(只適用於根據「一般就業政策」及「輸入內地人才計劃」遞交的申請。)

☐ I confirm that genuine efforts have been made to recruit suitable local candidate but without success. (Please state reasons if unable to confirm that genuine efforts have been made to recruit suitable local candidate: Please refer to Section 1 (ii)Reference only ) (Use a separate sheet if necessary.) (Only applicable to applications submitted under the General Employment Policy and the Admission Scheme for Mainland Talents and Professionals.)

☐ 本人確認擬聘用職位屬「人才清單」表列的本地人才短缺的專業；擬聘用職位的職務範圍，符合「人才清單」表列的有關專業的職責說明；以及／或招聘的職位年薪(計及房屋津貼等其他附帶福利的整套薪酬福利條件)達港幣 200 萬元或以上。(只適用於根據「一般就業政策」及「輸入內地人才計劃」遞交的申請。)

☐ I confirm that the post offered falls under the professions with shortage of local supply as listed in the Talent List; and that the scope of duties of the post offered is in line with the task description of the relevant profession as listed in the Talent List; and/or that the annual salary (total remuneration package including other fringe benefits such as housing allowance) for the vacancy is HK$ 2 million or above. (Only applicable to applications submitted under the General Employment Policy and the Admission Scheme for Mainland Talents and Professionals.)

就本人所知所信，本人聲明在本申請表內所填報的各項資料均屬正確、完備及和真實。
I declare that all information given in this application form is correct, complete and true to the best of my knowledge and belief.

聘用公司的授權人姓名
和簽署及公司蓋章(註 [2])
Name & signature of
authorised person and company chop (Note[2]) CHAN TAI MAN (Chop)

日期 Date 30 June 2024　職位 Post title Chairman, XXX Division, The HKIE

註 [2]：聘用公司可授權一名人士代表公司簽署。在此情況下，獲授權人士應在簽署旁加蓋公司印章。
Note[2]：An authorised person may sign on behalf of the employing company. In such case, the company chop should be endorsed beside the signature.

SAMPLE

## 收集個人資料的目的 Statement of Purpose

### 1 收集資料的目的 Purpose of Collection

對於申請表內所提供的個人資料，入境事務處會用作下列一項或多項的用途：
The personal data provided in the application form will be used by the Immigration Department for one or more of the following purposes:

1. 辦理你的申請；
   to process your application;
2. 實施／執行《入境條例》（第 115 章）及《入境事務隊條例》（第 331 章）的有關條文規定，以及履行入境管制職務，藉此協助其他政府決策局和部門執行其他法例和規例；
   to administer/enforce relevant provisions of the Immigration Ordinance (Chapter 115) and Immigration Service Ordinance (Chapter 331), and to assist in the enforcement of any other Ordinances and Regulations by other government bureaux and departments through carrying out immigration control duties;
3. 在有關人士向入境事務處提出申請並提名你爲保證人或諮詢人時，把你的資料供作核對用途；
   to process other person's application for immigration facilities in which you are named as a sponsor or referee;
4. 供作統計及研究用途，但所得的統計數字或研究成果不會以識辨各有關的資料當事人或其中任何人的身份的形式提供；以及
   for statistics and research purposes on the condition that the resulting statistics or results of the research will not be made available in a form which will identify the data subjects or any of them; and
5. 供作法例規定、授權或准許的其他合法用途。
   any other legitimate purposes as may be required, authorised or permitted by law.

在申請表內的個人資料是自願提供的。如果你未能提供充分的資料，本處或許不能辦理你的申請，或無從翻查或不能正確地辨別有關紀錄。
The provision of personal data by means of this application form is voluntary. If you do not provide sufficient information, we may not be able to process your application or to conduct the record search or positively identify the record.

### 2 資料轉交的類別 Classes of Transferees

爲了執行上述的目的，你在申請表內所提供的個人資料或許會轉交其他政府決策局和部門及其他機構。
The personal data you provide may be disclosed to government bureaux, departments and other organisations for the purposes mentioned above.

### 3 查閱個人資料 Access to Personal Data

根據《個人資料（私隱）條例》（第 486 章）第 18 及 22 條以及附表 1 第 6 原則，你有權查閱及改正個人資料。你的查閱權利包括在繳交有關費用後，索取你在申請表內所提供的個人資料的副本。
You have a right to request access to and correction of your personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance (Chapter 486). Your right of access includes the right to obtain a copy of your personal data provided in the application form subject to payment of a fee.

有關查詢申請表內的個人資料，包括查閱或改正，可向下列人員提出：
Enquiries concerning the personal data collected by means of the application form, including making of access and corrections, should be addressed to:

- 非本地畢業生留港／回港就業安排及輸入內地人才計劃
  Immigration Arrangements for Non-local Graduates and Admission Scheme for Mainland Talents and Professionals

  新界將軍澳寶邑路 61 號
  入境事務處總部行政大樓
  總入境事務主任（優秀人才及內地居民）
  電話：(852) 2294 2050

  Chief Immigration Officer (Quality Migrants and Mainland Residents)
  Administration Tower, Immigration Headquarters
  61 Po Yap Road, Tseung Kwan O, New Territories
  Tel.: (852) 2294 2050

- 一般就業政策 General Employment Policy

  新界將軍澳寶邑路 61 號
  入境事務處總部行政大樓
  總入境事務主任（就業及旅遊簽證）
  電話：(852) 2294 2299

  Chief Immigration Officer (Employment and Visit Visas)
  Administration Tower, Immigration Headquarters
  61 Po Yap Road, Tseung Kwan O, New Territories
  Tel.: (852) 2294 2299

- 輸入中國籍香港永久性居民第二代計劃 Admission Scheme for the Second Generation of Chinese Hong Kong Permanent Residents

  新界將軍澳寶邑路 61 號
  入境事務處總部行政大樓
  總入境事務主任（延期逗留）
  電話：(852) 2829 3123

  Chief Immigration Officer (Extension)
  Administration Tower, Immigration Headquarters
  61 Po Yap Road, Tseung Kwan O, New Territories
  Tel.: (852) 2829 3123

### 4 一般查詢 General Enquiries

有關申請的一般查詢，請透過以下方式與本處聯絡：
For general enquiries, please contact us at:

| | |
|---|---|
| 電話 Tel.: | (852) 2824 6111 |
| 傳真 Fax: | (852) 2877 7711 |
| 電郵 E-mail: | enquiry@immd.gov.hk |
| 網址 Website: | www.immd.gov.hk |

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