

APPLICATION FOR THE CLASS OF MEMBER OR ADDITIONAL DISCIPLINE FOR CORPORATE MEMBER

■ INSTRUCTIONS TO APPLICANTS ■

Please read the following instructions carefully and comply with all requirements:

ABOUT YOUR APPLICATION

- **Fill in all sections unless specifically exempted. Failure to do so will result in the application being rejected.**
- Provide 'Certified True Copies' of all relevant documents. **Endorsement by at least one Corporate Member of the HKIE** (who may be the supporters) on photocopies of the documents shall be sufficient. **Do not send any original of certificates or other documents.**
- Type the application or print clearly.
- Reduce all copies to **A4** size.
- **Do not bind or staple** the application form.
- Applications which have not been properly completed will be returned for clarification.
- Candidates applying for Membership of respective Disciplines may choose between the **essay** and **technical write-up** in the Professional Assessment. For more information, please refer to Part 5.6 of Section 5 of the M3 Routes to Membership.
- Retain a copy of your application and copies of all documents submitted as the HKIE **does not accept responsibility for any documents which may be lost or damaged.**
- Applicant is required to send his/her application **with the required submission and fees.** Please refer to the attached leaflet on membership subscription and fees for details. A payment form is enclosed.
- We will acknowledge receipt of your application and give you an application number via email around three months. This number should be quoted in all correspondence with the HKIE.
- The Secretariat may contact you regarding your application via email or mobile phone, please kindly provide a valid email address and mobile phone number and check your email regularly. All applicants will be notified of the results by mail. **No telephone enquiry about the results will be allowed.**
- If you would like to submit the application by post, please affix **sufficient postage** and provide a **return address** on the envelope.

Please return your application by post or by hand to:-
Membership Section
The Hong Kong Institution of Engineers
9/F Island Beverley
No. 1 Great George Street
Causeway Bay Hong Kong

ADMISSION REQUIREMENTS OF DISCIPLINES

Applicants applying for Membership in Aircraft, Biomedical, Building, Building Services, Chemical, Civil, Energy, Environmental, Fire, Geotechnical, Information, Logistics and Transportation, Manufacturing, Industrial & Systems, Materials and Structural Disciplines are also required to refer to the relevant additional information sheet which is available on the HKIE website at www.hkie.org.hk.

PERSONAL DATA (PRIVACY) ORDINANCE

Notice relating to the Personal Data (Privacy) Ordinance is available on the HKIE website at www.hkie.org.hk.

ENQUIRY

If you have any queries, please contact the Membership Section at 2895 4446 or member@hkie.org.hk.

For HKIE Secretariat Use ONLY

Dis:

Ref No:

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APPLICATION FOR THE CLASS OF MEMBER OR ADDITIONAL DISCIPLINE FOR CORPORATE MEMBER

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

Routes (Please tick one box ONLY)	
<input type="checkbox"/> Formal Training Route	<input type="checkbox"/> General Experience Route
<input type="checkbox"/> Research and Development Route	<input type="checkbox"/> Mature Route
<input type="checkbox"/> Others (Please specify): _____	
<input type="checkbox"/> Reciprocal Recognition Agreement Route (Parent Institution: _____)	
The Discipline you apply for (Please tick one box ONLY)	
<input type="checkbox"/> Aircraft*	<input type="checkbox"/> Biomedical
<input type="checkbox"/> Control, Automation & Instrumentation*	<input type="checkbox"/> Building
<input type="checkbox"/> Fire	<input type="checkbox"/> Building Services*
<input type="checkbox"/> Manufacturing, Industrial & Systems	<input type="checkbox"/> Chemical
<input type="checkbox"/> Gas*	<input type="checkbox"/> Civil
<input type="checkbox"/> Geotechnical	<input type="checkbox"/> Electrical*
<input type="checkbox"/> Marine & Naval Architecture*	<input type="checkbox"/> Electronics*
<input type="checkbox"/> Information	<input type="checkbox"/> Energy*
<input type="checkbox"/> Logistics & Transportation	<input type="checkbox"/> Environmental*
<input type="checkbox"/> Mechanical*	<input type="checkbox"/> Materials
<input type="checkbox"/> Structural	
*Subject to the requirements of respective Disciplines, ten Disciplines (Aircraft; Building Services; Control, Automation & Instrumentation; Electrical; Electronics; Energy; Environmental; Gas; Marine & Naval Architecture and Mechanical) accept a combination of International English Language Testing System (IELTS) Academic result plus technical write-up as an alternative to the essay.	
Please tick one box ONLY: <input type="checkbox"/> Essay <input type="checkbox"/> Technical write-up	

Section A: Personal Details		
Title: Prof <input type="checkbox"/> Dr <input type="checkbox"/> Ir <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms	Gender: <input type="checkbox"/> Female <input type="checkbox"/> Male	H.K.I.D. Card / Identification Document No.
<i>(Please indicate your name as shown on the H.K.I.D. Card or other identification documents)</i>		
Family Name	Given Name	
Chinese Name (if applicable)	Membership No. (if applicable)	
Date of Birth (DD/MM/YYYY)	Email	
Correspondence Address		
(Home) Telephone No.	(Work) Telephone No.	Mobile No.
Company Name		
Position		

For HKIE Secretariat Use ONLY				
Application received on:	1.	2.	3.	4.
Thru. Q & M	1.	2.	3.	4.

Section B: Academic Qualifications *(Further information may be given on separate sheets if necessary. Photocopies of documentary evidence must be produced and endorsed by at least one Supporter as a true copy)*

Start Date (MM/YY)	Award Date (MM/YY)	Name of Academic Institution and Country	Full Title of Degree (As shown on certificate) e.g. BEng (Hons) in Civil Engineering	Mode of Study (e.g. Full time, Sandwich, Part time-day or evening / on campus or distance learning)

Section C: Professional Qualifications *(Further information may be given on separate sheets if necessary. Photocopies of documentary evidence must be produced and endorsed by at least one Supporter as a true copy)*

Date Qualified (DD/MM/YY)	Name of Institution (For IEAust, list membership of relevant colleges)	Membership No.	Grade

For Applicants from Hong Kong Computer Society (HKCS) under the Reciprocal Recognition Agreement between the HKIE and HKCS.

Support from HKCS for this application: _____
(Authorised Signature)

According to the **Agreement on Reciprocal Membership Promotion** between the HKIE and ASME, members of ASME residing outside Hong Kong will receive a 50% discount off the annual subscription fee of the HKIE members as "Affiliates" or as "non-resident" members admitted through the HKIE's system.

I declare that I am a member of ASME residing outside Hong Kong. (Membership No. _____)

Applicant's Signature _____

Verifying Initials of one of the Supporters on Section B & C

Section D: Formal Training (if applicable) (Photocopies of training completion certificates must be produced and endorsed by at least one Supporter as true copy and must accompany the application)

HKIE Graduates Scheme "A" Training (Discipline: _____)

Start Date (DD/MM/YY): _____ End Date (DD/MM/YY): _____

Initial Professional Development (IPD) Scheme of IStructE

ICE Training Scheme

Others (please specify: _____)

Start Date (DD/MM/YY): _____ End Date (DD/MM/YY): _____

For details of any pre-degree training, including vacation training, please provide details below. (Please continue on separate sheet if necessary.)

Section E: Professional Experience (Please list in chronological order and continue on separate sheet if necessary.)

From (MM/YY)	To (MM/YY)	Company Name	Position Held

Exact Nature of Duties (please give details of your duties):

From (MM/YY)	To (MM/YY)	Company Name	Position Held

Exact Nature of Duties (please give details of your duties):

From (MM/YY)	To (MM/YY)	Company Name	Position Held

Exact Nature of Duties (please give details of your duties):

Verifying Initials of one of the Supporters on Sections D & E

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Section F: Current Organisation Tree (Please identify your position)

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Verifying Initials of one of the Supporters on Section F

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Section G: Attestation by Supporters

We, the undersigned, support the applicant from personal knowledge, as a person worthy of consideration for election to the class of Member / Additional Discipline and we endorse the correctness of those parts of the application form which we have identified by our initials.

	Full Name	FHKIE/MHKIE Membership No	Signature	Initials
Supporter 1				
Supporter 2				
Supporter 3				
Supporter 4				

For election to membership

- The applicant **MUST** be supported by **four Corporate members of the HKIE, one of whom shall be a Fellow and two of the four must be in the same discipline as the applicant's.**
- For application via the Reciprocal Recognition Agreement (RRA) Route, **only two Corporate member supporters in the same discipline as the applicants** are needed for applicants who hold membership of Institutions which have reciprocal agreements with the HKIE.

For Additional Discipline

- The applicant **MUST** be supported by **two Corporate Members of the HKIE who must be in the same Discipline which the applicant applies for.**
- For application via the RRA Route, the applicant **MUST** be supported by **one Corporate Member of the HKIE who must be in the same Discipline which the applicant applies for.**

Section H: Declaration and Consent	
1.	I declare that I am currently competent to practise in the Discipline for which I am applying, and I confirm that I meet the HKIE Competence Standard for Professional Engineers (Corporate Members) as stipulated and the evidences provided to substantiate the competences are true and correct.
2.	I, the undersigned, agree that, in the event of my election or transfer to Membership in the HKIE, my Membership will be governed and regulated by the Constitution of the HKIE, as it now is, or as it may hereafter be amended. I agree to comply with the Rules of Conduct and advance the Objects of the HKIE. I shall pay all subscriptions and fees, as set by the Council from time to time, provided that whenever I shall signify my wish to resign, in writing, to the Secretary I shall, after the payment of any arrears which may be outstanding, be free from this obligation.
3.	<p><i>(This item is not applicable to the applicant applying for Additional Discipline)</i></p> <p>I <input type="checkbox"/># have / <input type="checkbox"/># have not been convicted of a criminal offence in accordance with <i>section (2) (1) of the Rehabilitation of Offenders Ordinance, Cap 297</i> as follows:</p> <p><i>Section (2) (1) of the Rehabilitation of Offenders Ordinance Cap 297 reads "Where an individual has been convicted in Hong Kong (before or after the commencement of this Ordinance) of an offence in respect of which he was not sentenced to imprisonment exceeding 3 months or to a fine exceeding \$10,000;.....and a period of 3 years has elapsed without that individual being again convicted in Hong Kong of an offence, then that conviction, or any failure to disclose it shall not be a lawful or proper ground for dismissing or excluding that individual from any office, profession, occupation or employment or for prejudicing him in any way in that office, profession, occupation or employment."</i></p> <p><i>In other words, an applicant is considered not to have been convicted of an offence if the sentence is for imprisonment of 3 months or less (whether suspended or not), or a fine for \$10,000 or less and in addition, a period of 3 years from the date of such conviction has elapsed without having been committed for another conviction.</i></p> <p># Please tick as appropriate</p>
4.	<p><i>(This item is not applicable to the applicant applying for Additional Discipline)</i></p> <p>Where I was previously a member of the HKIE, I confirm that no improper conduct (except that provided in Article 13(2) of the Constitution on non-payment of subscription) had been alleged against or committed by me while I was a member. I am also aware that any investigation or proceedings relating to any such improper conduct may be re-activated and/or continued against me by the HKIE should I be re-admitted to membership. Accordingly I agree to provide to the HKIE upon its request any particulars or information relating to any such improper conduct as it may require.</p>
5.	I consent to the HKIE making any necessary enquiries for the verification of the information given above. I authorise the HKIE to release any record or information as may be required for these enquiries.
6.	<p><i>(For completion by Mature Route application ONLY)</i></p> <p>In order to facilitate the Professional Assessment process of mature candidates, the HKIE would like to keep examples of mature route submission papers for reference by the Discipline Representatives and persons nominated by them for assessment of the mature route applications. The papers will be kept by the Secretariat for 3 years from the date of the Professional Assessment result letter. After the period, the paper will be deleted from the database. Please note that all papers kept by the HKIE will be treated as confidential.</p> <p><input type="checkbox"/># I have read the above and I agree the HKIE keeps my paper. Please <input type="checkbox"/># disclose / <input type="checkbox"/># do not disclose my name.</p> <p><input type="checkbox"/># I have read the above and I do not agree the HKIE keeps my paper.</p> <p># Please tick as appropriate</p>

Section H: Declaration and Consent (Cont'd)

7. *(This item is applicable to the applicant applying for Non-resident status)*

Applicants whose place of residence are abroad may pay a non-resident subscription for the entrance and subscription fees which are 50% of the original fees by making a self-declaration that they intend to stay in Hong Kong for a period or a number of periods amounting to less than 183 days during the financial year to which it relates. Please refer to schedule on the subscriptions and fees.

I have read the above and I confirm that I intend to stay in Hong Kong for a period or a number of periods amounting to less than 183 days in a financial year and shall continue to maintain this status until further notice. I would like my membership status to be non-resident if elected.

Please tick as appropriate

8. I understand that the personal data provided in this form will be used for processing of membership application and other membership related purposes. I have read and understand and agree to the information in the Notice Relating to the Personal Data (Privacy) Ordinance (as the same may be amended from time to time) which is available on the HKIE website.

I agree that the HKIE may use my personal data for use in direct marketing. The above represents my present choice whether or not to receive direct marketing contact or information. This replaces any choice communicated by me to the Institution prior to this application. I understand that if I wish to change my existing choice, I may do so at any time and without charge by opting out and communicating the same to the HKIE. I understand that the above applies to the direct marketing of the classes of products, services and/or subjects as set out in Notice Relating to the Personal Data (Privacy) Ordinance which is available on the HKIE website (as the same may be amended from time to time). I also understand from the said Notice as to the kinds of personal data which may be used in direct marketing.

I **do not wish** the HKIE to use my personal data for use in direct marketing. I understand that I will not receive any communication which falls within the scope in paragraph 5 of the Notice Relating to the Personal Data (Privacy) Ordinance as set out below:

5. Use of Data in Direct Marketing

The HKIE intends to use a member's data in direct marketing as follows and the HKIE requires the member's consent (which includes an indication of no objection) for such purpose:-

(a) the data that may be used by the HKIE for direct marketing is: name, address and other contact details

*(b) the following classes of services, products and subjects may be marketed:- (i) **donation and contribution to the HKIE and activities organized or supported by the HKIE (including its Divisions and Committees); (ii) conferences, seminars, workshops, talks, events, trips and social functions; (iii) products and services offered by third parties which the HKIE considers to be of interest to members generally***

Please tick as appropriate

9. I declare that the information and the documents provided for this application is true and correct.

Signature of Applicant: _____

Date: _____

Name of Applicant:

PAYMENT FORM

Name : _____ Discipline (if applicable): _____

Class of Membership applying for: _____

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

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

PAYMENT BY VISA OR MASTERCARD

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

Card Number

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

Name of Cardholder: _____

Payment (in HK\$): _____

Cardholder's Signature: _____ Date: _____

PAYMENT BY CHEQUES

For applicants applying for HKIE membership, two cheques should be provided for payment.

Cheque 1 <i>(non-refundable and non-transferable)</i>	Cheque 2 <i>(to be deposited upon successful election or transfer)</i>
i. (1.1) Application Fee and/or ii. (1.2) Professional Assessment Fee	i. (1.3) Entrance / Transfer Fee and/or ii. (1.4) Subscription Fee and iii. (2) to (4) (if applicable)

Please indicate the cheque number(s): _____ / _____

Note: Payment by Credit Card is preferred.

PAYMENT INSTRUCTIONS

Notes

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

Article 11 Membership of Disciplines

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

Article 12 Conduct of members

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

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

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

- Please fill in the amount of your payments for item (1) to (5) in the "Amounts" column of the Payment Form. Details of the payments are itemised below:
 - Subscription for HKIE Transactions – The HKIE Transactions is a technical publication of the Institution with four issues per year at HK\$120. Subscription of the Transactions is at your own discretion.
 - Fund for Learned Society Activities' Premises - voluntary donation for supporting the fund required for additional premises for learned society activities.
 - Benevolent Fund - voluntary charitable donation
 - Individual Assessment on Academic Qualification - an assessment for candidates who have qualifications other than those directly accepted by the Institution. Individual Assessment fee is currently charged at HK\$1,000.

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

How to Pay

- Payment

4.1 By Visa or MasterCard

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

4.2 Cheques

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

4.3 Non-resident members

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

Enquiries

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

TABLE 1 (Membership Fees)**For Election – for applicant who wishes to join the HKIE for the first time**

Class of Membership	(non-refundable and non-transferable)		(to be deposited upon successful election or transfer)		Total (HK\$)
	Application Fee	Professional Assessment Fee	Entrance Fee	Subscription Fee	
Fellow	550	-	1,900	2,900	5,350
Member by Professional Assessment	550	2,200	1,500	2,050	6,300
Member by Recognition	550	-	1,500	2,050	4,100
Additional Discipline by Professional Assessment	-	1,500	-	-	1,500
Additional Discipline by Recognition	550	-	-	-	550
Companion	550	-	1,320	1,650	3,520
Associate	550	1,100	730	690	3,070
Graduate	-	-	730	690	1,420
Student (aged 25 or above)#	-	-	600	690	1,290
Student (aged 24 or below)#	-	-	150	200	350
Affiliate	270	-	690	860	1,820

Applicants whose place of residence are abroad may pay a non-resident subscription for the entrance and subscription fees which are 50% of the original fees by making a self-declaration that they intend to stay in Hong Kong for a period or a number of periods amounting to less than 183 days during the financial year to which it relates. However, this provision is not applicable to Student Member. Please refer to schedule on the subscriptions and fees.

A student is eligible to become a Student Member under the Free Student Membership Scheme insofar as he/she remains as a student studying an accredited engineering programme. The HKIE would assume that the period of study of an accredited programme would normally not be more than 4 years and Student Members are required to update their status of study in future for the purpose of enjoying this scheme. Student Members who transfer to other membership grades are required to pay the normal annual subscription.

For Transfer – for existing member who wishes to transfer to other class of membership

Transfer To	From	(non-refundable and non-transferable)		(to be deposited upon successful election or transfer)		Total (HK\$)
		Application Fee	Professional Assessment Fee	Transfer Fee	Subscription Fee	
Fellow	Member	550	-	400	850	1,800
Member by Professional Assessment	Associate	550	2,200	770	1,360	4,880
	Graduate	550	2,200	770	1,360	4,880
	Student	550	2,200	900	1,360	5,010
	Affiliate	550	2,200	810	1,190	4,750
Member by Recognition	Associate	550	-	770	1,360	2,680
	Graduate	550	-	770	1,360	2,680
	Student	550	-	900	1,360	2,810
	Affiliate	550	-	810	1,190	2,550
Associate	Student (aged 25 or above)	550	1,100	130	0	1,780
	Student (aged 24 or below)	550	1,100	580	490	2,720
	Graduate	550	1,100	0	0	1,650
Graduate	Student (aged 25 or above)	-	-	130	0	130
	Student (aged 24 or below)	-	-	580	490	1,070

THE HONG KONG INSTITUTION OF ENGINEERS MEMBERSHIP SUBSCRIPTIONS AND FEES

APPLICATION FEE (Non-refundable and non-transferable)

Election to the membership class of Fellow/ Member (by professional assessment or by recognition)/ Associate Member/ Companion/ Additional Discipline by recognition	HK\$ 550
Election to the membership class of Affiliate	HK\$ 270
Transfer to the membership class of Fellow/ Member (by professional assessment or by recognition)/ Associate Member	HK\$ 550

ASSESSMENT FEE (Non-refundable and non-transferable)

The Council shall determine the assessment fees (if any) to be paid by the applicants. The current scale of assessment fees is as follows:

Professional assessment fee (for Membership)	HK\$ 2,200
Professional assessment fee (for Additional Discipline)	HK\$ 1,500
Assessment fee (for Associate Membership)	HK\$ 1,100
Individual assessment on academic qualification [□]	HK\$ 1,000

[□] Individual assessment on academic qualification is an assessment for an applicant who has academic qualifications other than those directly accepted by the HKIE. Details can be referred to Section 2 in the Membership Booklet M3.

ENTRANCE FEE *

In order to secure admission, new members on election shall pay an entrance fee, the amount of which shall be determined from time to time by the Council. The current scale of entrance fee is as follows:

Fellow	HK\$ 1,900
Member	HK\$ 1,500
Graduate Member	HK\$ 730
Associate Member	HK\$ 730
Companion	HK\$ 1,320
Student Member (age of 25 and above)	HK\$ 600
Student Member (age of 24 and below)	HK\$ 150
Affiliate	HK\$ 690

TRANSFER FEE *

In order to secure admission to a higher class of membership, members on election shall pay a transfer fee which shall be the difference between the (current) entrance fee of their previous class of membership and the (current) entrance fee of their new class of membership.

ANNUAL SUBSCRIPTION *

A member of the HKIE, other than an Honorary Fellow, shall pay an annual subscription, due at the commencement of the financial year, in respect of each year in accordance with the scale of subscriptions from time to time decided by the Council.

Fellow	HK\$ 2,900
Member	HK\$ 2,050
Graduate Member	HK\$ 690
Associate Member	HK\$ 690
Companion	HK\$ 1,650
Student Member (age of 25 and above)	HK\$ 690
Student Member (age of 24 and below)	HK\$ 200
Affiliate	HK\$ 860

New member

New members shall pay their subscription for the year of their election immediately upon election in order to secure admission, provided that any member elected between the first day of November and the thirty-first day of January in any year, one half of the annual subscription will be charged to secure his membership for the remainder of the year of his election, while the remaining half of the paid subscription will be carried forward to next year, and any member elected between the first day of February and the thirty-first day of March in any one year shall pay the full subscription for the following year but shall not be due to make further payment until the end of the following year.

* To facilitate processing of application and secure admission in cases of election, applicants are required to pay the application fee, assessment fee, entrance or transfer fee and subscription at the time of making their applications. The subscription payment, entrance or transfer fee will only be taken when application for election or transfer has been successful.

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Member elected to higher class of membership

Members elected to higher class of membership shall pay the difference between the annual subscription for their previous class of membership and the annual subscription for the class to which they have been elected immediately upon election in order to secure transfer, provided that any member elected between the first day of November and the thirty-first day of January in any year shall pay one half only of the difference between the annual subscriptions for the remainder of the year of his election. Any member elected between the first day of February and the thirty-first day of March in any one year shall pay the full difference between the respective relevant annual subscriptions, but shall not be due to make further payment until the end of the following year.

ENTRANCE FEE AND SUBSCRIPTION REDUCTIONS

Member retiring from the practice of the profession/ business

Any member who has retired from the practice of his profession or business, and is not in full time employment, may apply to the Council to pay a reduced annual subscription, dependent on the length of his continuous membership, as detailed below. Any member who has retired may continue to pay his full membership fees for sufficient period to earn the reduction he desires.

Continuous membership of 25 years and over	90% remission
Continuous membership of at least 20 years but not more than 25 years	60% remission
Continuous membership of at least 15 years but not more than 20 years	30% remission

Non-resident member

This is applicable to new members/ members who, by self-declaration, stay in Hong Kong for a period or a number of periods amounting to less than 183 days during the financial year to which it relates.

Entrance Fee New members on election to any class of membership, other than Honorary Fellow or Student Members, whose place of residence is outside Hong Kong, shall enjoy a reduced entrance fee.

Subscription Every member of any class other than Honorary Fellow or Student Member, whose place of residence is abroad and who wishes to maintain contact with the HKIE through the receipt of the HKIE's Journal and Annual Report, may pay a reduced annual subscription known as the "non-resident subscription" which shall be determined by the Council from time to time in respect of each complete financial year of such residence abroad. Non-resident subscription will be effective from the year following notification of intention to leave Hong Kong.

	Entrance Fee	Subscription
Fellow	HK\$ 950	HK\$ 1,450
Member	HK\$ 750	HK\$ 1,025
Graduate Member	HK\$ 365	HK\$ 345
Associate Member	HK\$ 365	HK\$ 345
Companion	HK\$ 660	HK\$ 825
Affiliate	HK\$ 345	HK\$ 430

Member with 50 years of membership

A member of any class, other than Honorary Fellow, with 50 years membership with the HKIE is eligible for annual subscription exemption.

Special offer for Student membership

Student taking an accredited/ recognised engineering Degree/ Associate Degree/ Higher Diploma/ Higher Certificate course can enjoy three years' Student membership by paying a single fee of HK\$300. Student Members who transfer to other membership grades or renewing their membership in the fourth year are required to pay the normal annual subscription.

LATE PAYMENT

If any member shall leave his annual subscription in arrear for six months from the commencement of the financial year, and shall fail to pay such arrear within three months after a written application has been sent to him at his last known address, his name shall be struck off the Roll pursuant to a resolution by the Council in that behalf at any time afterwards, and he shall thereupon cease to be a member.

PAYMENT FOR REINSTATEMENT OF MEMBERSHIP

Members can apply for reinstatement of membership if they have ceased to be a member of the HKIE in seven years or less (for Corporate Members and Associate Members) / three years or less (for members of other classes). The current payment scale for reinstatement of membership other than for non-resident members, is a reinstatement fee of HK\$400 (for administration purpose), plus all arrears in subscription. The arrears in subscription shall be subject to a maximum of three years' subscriptions prior to the application for reinstatement of membership.

Non-resident members who apply for the reinstatement of membership as non-resident members shall only be required to pay a reinstatement fee of HK\$400; all arrears in subscription shall be waived. Other requirements for reinstatement of membership shall remain unchanged.

For enquiries, please contact the Membership Section at Tel. No. 2895 4446.

POLICY ON MEMBERSHIP FILES AND REINSTATEMENT

POLICY ON MEMBERSHIP FILES

All files of Corporate Members and Associate Members who have been removed from the membership roll (due to resignation or striking off by Council resolution) will only be kept for seven years. All files of all other grades of members who have been removed from the membership roll (due to resignation or striking off by Council resolution) will only be kept for three years.

ANNUAL SUBSCRIPTION OF SUSPENDED MEMBERS

Any member whose membership is suspended shall be liable to pay the subscription for the whole of the financial year in which his suspension commences.

Upon expiry of the suspension period, if the member concerned would like to continue his membership, he shall pay all outstanding subscription.

Any member under suspension is not required to pay the subscription for the intervening years when suspension is in force.

POLICY ON REINSTATEMENT

Corporate Members and Associate Members who have been removed from the membership roll (due to resignation or striking off by Council resolution) for more than seven years will be required to submit fresh applications should they wish to re-join the HKIE. All other grades of members who have been removed from the membership roll (due to resignation or striking off by Council resolution) for more than three years will be required to submit applications afresh should they wish to re-join the HKIE.

Checklist for Application

Applicant is required to send the following documents with your application:

- Application Form
- Certified true copies of your academic qualifications, professional qualifications and training certificate (Photocopies of documentary evidence must be produced and endorsed by at least one Supporter as a true copy)
- Submission[#]
- Payment

#Checklist for Submission

Formal Training Route

- | | | |
|---|--|---|
| <input type="checkbox"/> Scheme "A" Logbook | <input type="checkbox"/> Scheme "A" Completion Certificate | <input type="checkbox"/> Training and Experience Report* |
| <input type="checkbox"/> Sample of works* | <input type="checkbox"/> CPD Record | <input type="checkbox"/> Project Report
(For CVL ¹ , GEL ² & STL only) |
| <input type="checkbox"/> Technical proposal and cost estimate (For GEL ² only) | | <input type="checkbox"/> Report on site work (For GEL ² only) |

General Experience Route

- | | | |
|---|---|--|
| <input type="checkbox"/> Training and Experience Report* | <input type="checkbox"/> Sample of works* | <input type="checkbox"/> CPD Record |
| <input type="checkbox"/> Project Report
(For CVL ¹ , GEL ² & STL only) | <input type="checkbox"/> Technical proposal and cost estimate (For GEL ² only) | <input type="checkbox"/> Report on site work (For GEL ² only) |

Mature Route

- | | | |
|--|--|-------------------------------------|
| <input type="checkbox"/> Brief synopsis of paper | <input type="checkbox"/> Submission paper* | <input type="checkbox"/> CPD Record |
|--|--|-------------------------------------|

Reciprocal Recognition Agreement (RRA) Route³

- | | |
|--|--|
| <input type="checkbox"/> Training and Experience Report ^{4 5 *} | <input type="checkbox"/> CPD Record ⁴ |
|--|--|

Research & Development Route⁶

- | | | |
|---|--|-------------------------------------|
| <input type="checkbox"/> Five quality papers* | <input type="checkbox"/> Research or development work* | <input type="checkbox"/> CPD Record |
| <input type="checkbox"/> Transcript of academic qualification | <input type="checkbox"/> Research Competence Report | |

***Please submit in duplicate.**

Applicants shall refer to 'M3 Routes to Membership' for the submission requirements. For details of the submission requirements of routes other than the above, please refer to the HKIE website at <http://www.hkie.org.hk/eng/html/downloads/membership.asp>.

¹ Members in Geotechnical Discipline applying for an Additional Discipline in Civil Discipline are normally not required to submit the Project Report. Applicants shall refer to 'Guidance Notes for Professional Assessment – Civil Discipline' for the submission requirements.

² Members in Civil Discipline applying for an Additional Discipline in Geotechnical Discipline are normally not required to submit the Project Report, Report on site work and Technical proposal and cost estimate. Applicants shall refer to 'Admission Requirements for Geotechnical Discipline' for the submission requirements.

³ Further submissions may be required subject to the conditions as stipulated in document M14343 and the assessment by the respective Discipline Advisory Panels. Applicants shall refer to the document M14343 for submission requirements.

⁴ For application via the HKIE/IEAust RRA, the Training and Experience Report and Continuing Professional Assessment Record must accompany the application.

⁵ For application via the HKIE/CCPE and HKIE/ICE RRA, the Training and Experience Report must accompany the application.

⁶ Applicants shall refer to 'Research and Development Route to Corporate Membership' for the submission requirements.