

# The Hong Kong Institute of Surveyors

For official use only
For HKIS – Application No.: _____
For CIC - Application No.: _____

## The HKIS BIM Certification Scheme Application Form for Listing of “Surveyor BIM Pro”

### Important Notes to Applicants

1. Please read carefully the “Application Guide for Listing of Surveyor BIM Pro” BEFORE completing this application form.
2. Certified true copies of professional membership certificates of the Hong Kong Institute of Surveyors (HKIS), curriculum vitae (including a detailed profile of the BIM projects in which the applicant has been involved, the applicant’s role, and the nature of BIM duties, responsibilities and experience gained), and documentary evidence (e.g. letters from employers, etc.) must be included in the application.
3. This Application Form, together with all necessary supporting documents, must be submitted ~~by mail~~ to the Hong Kong Institute of Surveyors, Room 1205,12/F, Wing On Centre, 111 Connaught Road Central, Sheung Wan, Hong Kong. Please state “Private and Confidential - Application for “Listing of Surveyor BIM Co” on the envelope. This application form must be submitted together with the documents, if applicable, listed in the Document Checklist. Please provide other relevant supporting documents where necessary. Original diploma, certificate, degree transcript or other important documents should NOT be sent to the HKIS by mail.
4. Upon submission, this Application Form and all other attached documents become part of the HKIS/CIC (where applicable) records and are not returnable regardless of the assessment result.
5. Entries in Sections 2 to 6 of this form should be made in reverse order of time, i.e. starting with the most recent ones.

### Application for

Please tick the relevant box(es) as appropriate

HKIS Surveyor BIM Pro Listing	<input type="checkbox"/>
CIC-Certified BIM Manager Certification	<input type="checkbox"/>

Please insert your  
photo here.

If the applicant ticks both boxes, the applicant hereby authorises the HKIS to send one copy of this application to the CIC for application as the “CIC-Certified BIM Manager (CCBM)” under the streamlined processing procedures agreed with CIC.

**Note:** If the applicant is currently a CCBM and wishes to apply to become a Surveyor BIM Pro only, he/she is required to complete Sections 1, 3, and 8 – 12 only and to submit a certified true copy of the CCBM certificate.

\* Mandatory field  
 # Delete as appropriate  
 Input "N.A." if not applicable.

<b>Section 1 - Personal Particulars</b>		
(Please enter your name as shown on your HKID or other identification documents)		
Surname*	Given Names in full*	
Prof./Dr /Mr./Mrs./Ms./Miss* #	Female/Male* #	HKID/Passport No.* #
Chinese Name (if applicable)		Date of Birth (dd-mm-yyyy)*
HKIS Membership No.:		Division* # BS / GP / LS / QS /P&D / PFM
Correspondence address (P.O Box is not acceptable)*		
Tel No. (Office)	Tel No.(Mobile)*	Tel No. (Home)
Email Address*		
Company Name*		
Position*	Department*	
Company Address*		

<b>Section 2 - Academic Qualifications (In reverse order) *</b>					
From (mm/yy)	To (mm/yy)	Name of Academic Institution	Mode of study (Part-time, Full- time, Distance Learning)	Awarded Title	Date Achieved (mm/yy)

+ Please insert additional rows in the Word document (if applicable).

<b>Section - 3 - Professional Qualifications (In reverse order)</b>			
Name of Professional Body*	Membership/Title*	Date achieved* (mm/yy)	Membership Expiry Date* (mm/yy)

+ Please insert additional rows in the Word document (if applicable).

<b>Section 4 - BIM Related Education/Training (In reverse order) *</b>					
From (mm/yy)	To (mm/yy)	Name of Course Provider	Mode of study (Part-time, Full-time, Distance Learning)	Course Name/ Awarded Title	Duration (hours)

+ Please insert additional rows in the Word document (if applicable).

<b>Section 5 - Employment History (In reverse order) *</b>					
From (mm/yy)	To (mm/yy)	No. of months	Name of Organisations	Position	Scope and Responsibilities
Total					

+ Please insert additional rows in the Word document (if applicable).  
 ^ Applicant should count only once for experience in overlapping periods.

<b>Section 6 - Practical Experience in BIM (In reverse order) *</b>								
In the past 5 years at least 2 years of practical experience in BIM (including stationed in Hong Kong for at least 6 months). Each listed project should be provided with documentary evidence (Refer to the Application Guide 4.1 (d)).								
Project Ref.**	From (mm/yy)	To (mm/yy)	No. of months you worked on this project	No. of months you worked on this project in <b>Hong Kong</b>	Name of project (Hong Kong or overseas)	No. of Project team members (Including the applicant)	Your position in this Project	Scope, responsibilities and experience gained
PR01								
PR02								
PR03								
PR04								
PR05								
Total^								

+ Please insert additional rows in the Word document (if applicable).  
 ^ Applicant should count only once for experience in overlapping periods.  
 \*\* Please indicate the Project Reference on your Portfolio attached.

<b>Section 7 - Competency Statement</b>	
Core Competency 1	<b>BIM Initiation:</b> Ability to describe BIM concept definitions and scope, BIM standards and guidelines in the Hong Kong and global contexts.
Minimum achieved level	Level 2 = Knowledge and understanding of the subject and its application.
Please describe below (using between 150 and 300 words) how you have achieved the minimum level of the core competency above, with specific examples from projects you have worked on.	
<p>Guiding Questions for reference only</p> <ul style="list-style-type: none"> <li>• What BIM Concepts have you understood through project experience and/or learning? How did you appreciate the BIM concepts in your projects? (e.g. Do you find the BIM Concepts useful in the projects?) Give reasons to support your answer.</li> <li>• Which BIM standards or guidelines have you used for the projects you were involved in?</li> </ul>	

Core Competency 2	<b>BIM Software and Technologies:</b> Ability to explain BIM software, the modelling process, and current and upcoming technologies.
Minimum achieved level	Level 2 = Knowledge and understanding of the subject and its application.
Please describe below (using between 150 and 300 words) how you have achieved the minimum level of the core competency above, with specific examples from projects you have worked on.	
<p>Guiding Questions for reference only</p> <ul style="list-style-type: none"> <li>• Which BIM software have you had experience in/used for the projects you were involved in? Which software was used for the BIM aspects in these projects? What were the reasons for choosing that software over others? How does the software and technology support the delivery of concepts?</li> <li>• What are the current and upcoming trends in BIM technology? How do you keep yourself updated with the fast-growing BIM technology?</li> </ul>	

Core Competency 3	<b>BIM Uses and Processes:</b> Ability to understand BIM uses and BIM software applications, and to design and manage the overall process of a BIM project.
Minimum achieved level	Level 4 = Ability to perform the subject without supervision and advise others.
Please describe below (using between 400 and 800 words) how you have achieved the minimum level of the core competency above, with specific examples from projects you have worked on.	
<p>Guiding Questions for reference only</p> <ul style="list-style-type: none"> <li>• Please state the BIM application/management experience of a project you have worked on in any of the following stages. Strategic/Pre-tender/Design/Construction/Handover/Operation &amp; Maintenance Stage</li> <li>• What were the BIM processes you have worked out in those stages?</li> <li>• Give examples of problems you have encountered, if any, in the processes. What steps you have taken to resolve the problems? What benefit did you provide to the process?</li> </ul>	

Core Competency 4	<b>Digital Information Management, Collaboration and Integration:</b> Ability to plan and execute the setting-up of a common data environment and data quality control system for effective use and sharing of digital information in a BIM project.
Minimum achieved level	Level 4 = Ability to perform the subject without supervision and advise others.
Please describe below (using between 400 and 800 words) how you have achieved the minimum level of the core competency above with specific examples from projects you have worked on.	
<p>Guiding Questions for reference only</p> <ul style="list-style-type: none"> <li>• How did you manage the digital information of the project you have worked on? How did you establish the Common Data Environment (CDE), if any? What was the software platform used? Why did you choose this platform over others? How did you address interoperability issues?</li> <li>• How did you collaborate/integrate among different parties in different phases of the projects?</li> <li>• Give examples of problems you have encountered, if any, from your involvement in digital information management, collaboration and integration of the projects. What were the lessons learnt? What value did you bring to the project?</li> </ul>	



Core Competency 5	<b>Commercial and Contractual Aspects:</b> Ability to describe commercial and financial issues of BIM as well as BIM-related contractual issues.
Minimum achieved level	Level 2 = Knowledge and understanding of the subject and its application.
Please describe below (using between 150 and 300 words) how you have achieved the minimum level of the core competency above, with specific examples (if applicable) from projects you have worked on.	
<p>Guiding Questions for reference only</p> <ul style="list-style-type: none"> <li>• What are the commercial benefits of adopting BIM in the projects and hence to an organisation? What are the constraints? How did you promote the use of BIM in the company/projects you have worked for/on? How will you promote the use of BIM in future? <i>(suggest clearer to separate the previous &amp; future aspects here)</i></li> <li>• What is the contractual risk of using BIM in a project? How could you overcome/reduce this risk? What was your involvement in terms of contractual matters in the projects you have worked on?</li> </ul>	

Core Competency 6	<b>Communication Skills:</b> Ability to apply effective interpersonal and communication skills in a variety of public and interpersonal settings, such as presentations, meetings, report/training material writing, etc.
Minimum achieved level	Level 4 = Ability to perform the subject without supervision and advise others.
Please describe below (using between 250 and 500 words) how you have achieved the minimum level of the core competency above, with specific examples from projects you have worked on.	
<p>Guiding Questions for reference only</p> <ul style="list-style-type: none"> <li>• Describe or provide proof of your involvement in any of the following: <ul style="list-style-type: none"> <li>- Conference/seminar presentations</li> <li>- In-house presentations</li> <li>- Project coordination meetings</li> </ul> </li>   <li>• Using the project coordination meeting as an example, how did you plan/conduct the meeting to demonstrate your effective interpersonal and communication skills?</li>   <li>• Describe or provide proof of your involvement in any of the following: <ul style="list-style-type: none"> <li>- Formal report writing, e.g. technical proposal</li> <li>- Writing articles or speeches for senior management</li> <li>- Writing in-house training manual</li> </ul> </li> </ul>	

**Section 8 - References\***

Please provide details of two referees. The first referee must be your most recent employer or client.

	<b>First referee</b>	<b>Second referee</b>
Full Name		
Contact Number		
Email Address		
Relationship with the applicant		

### Section 9 Declaration and Undertaking\*

I understand the Surveyor BIM Pro / CIC-Certified BIM Managers (where applicable) are required to observe high standards of professional conduct and ethical behaviour.

I consent to the HKIS/CIC (where applicable) making any necessary enquiries for the verification of the information given in this application. I authorise the HKIS/CIC (where applicable) to release any record or information as may be required for these enquiries.

I understand the HKIS/CIC (where applicable) has the right to reject my application if previously I have violated any code of conduct applicable to me, or have been guilty of misconduct or neglect in a professional respect, or have been convicted of an offence or other deeds that may bring the HKIS/CIC (where applicable) or the BIM profession into disrepute if I am listed under HKIS BIM Certification Scheme / CIC's BIM Certification and Accreditation Schemes (where applicable).

		<b>Please tick the following boxes to confirm</b>
1)	I am a relevant BIM practitioner currently competent to practise in the surveying field:	<input type="checkbox"/>
2)	I have not been convicted of a criminal offence in Hong Kong or elsewhere of an offence and sentenced to imprisonment, whether suspended or not. ("Conviction" means a finding by the court of guilt and declare that I have not committed misconduct or neglect in a professional respect.	<input type="checkbox"/>
3)	I have not been investigated about offences involving bribery, fraud, dishonesty or malfeasance, or been adjudged by a court to be criminally or civilly liable for bribery, fraud, dishonesty or malfeasance.	<input type="checkbox"/>
4)	I have not been reprimanded, censured or disciplined by any professional or regulatory authority or disqualified from being registered or certified as a BIM personnel by the HKIS, CIC or other BIM certification body.	<input type="checkbox"/>
5)	I have not had a record of non-compliance with any non-statutory codes, or been censured, disciplined or disqualified by any professional or regulatory body in relation to my profession.	<input type="checkbox"/>
6)	I have not been refused or restricted from the right to carry on any profession for which a specific licence, registration or other authorisation is required by law.	<input type="checkbox"/>
7)	I have not been adjudged bankrupt or served with a bankruptcy petition.	<input type="checkbox"/>

## Section 10 - Personal Information Collection Statement

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

If an applicant does not wish the HKIS/CIC (where applicable) to use his/her data for use in direct marketing as described above, the applicant may exercise his/her opt-out right by notifying the HKIS/CIC (where applicable) (please refer to the last paragraph of this section).

## Section 10 - Personal Information Collection Statement

- 5) Data held by the HKIS/CIC (where applicable) will be kept confidential, but the HKIS/CIC (where applicable) may provide such data to:
- (a) any agent, contractor or third-party service provider who provides administrative, telecommunication, computer or other services to the HKIS/CIC (where applicable) in connection with the operation of the HKIS/CIC (where applicable);
  - (b) any other person under a duty of confidentiality to the HKIS/CIC (where applicable).

Such data may be transferred to a place outside Hong Kong.

- 6) In accordance with the terms of the Personal Data (Privacy) Ordinance (PDPO), any applicant for certification has the right to:
- (a) check whether the HKIS/CIC (where applicable) holds data about him/her and access to such data;
  - (b) require the HKIS/CIC (where applicable) to correct any data relating to him/her which is inaccurate;
  - (c) to ascertain the HKIS's/CIC's (where applicable) policies and practices in relation to data and be informed of the kind of personal data held by the HKIS/CIC (where applicable).

- 7) In accordance with PDPO, data subjects have the right to request to be informed by a data user on whether the data user holds personal data of them and have the right to request to be supplied with a copy of such data. The data user can also impose a fee for such personal data access request with reference to PDPO.

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

The Hong Kong Institute of Surveyors  
Address: Room 1205,12/F, Wing On Centre,  
111 Connaught Road Central,  
Sheung Wan,  
Hong Kong.

Tel No: (852) 2526 3679

Fax No: (852) 2868 4612

E-mail: info@hkis.org.hk

- I have read and agree to the Personal Information Collection Statement as stated in this section.
- I do not wish to receive any marketing communication / message from the HKIS/CIC (where applicable) in future. I understand that I will not receive any communication which falls within the scope of use of data in direct marketing as listed in paragraph 4 of this section.

## Section 11 Applicant Declaration

I, \_\_\_\_\_ (name in full), being an applicant for listing/certification as the Surveyor BIM Pro / CIC-Certified BIM Manager” (where applicable), do hereby DECLARE that the above is a true statement of my particulars, that I have read and understood the RULES as stipulated by the HKIS/CIC (where applicable), and I do hereby accept the final decision of the HKIS’s BIM Committee / CIC’s BIM Certification and Accreditation Board (where applicable).

I undertake that, in the event of any change in the above particulars, I will make known the changes, within 30 days, in writing to the HKIS’s BIM Committee / CIC’s BIM Certification and Accreditation Board (where applicable) .

I have read the following and hereby undertake:

- To comply and act in accordance with the Regulations and Rules of the HKIS/CIC (where applicable) as they now exist, or as they may in the future be amended;
- To pay promptly any monies due to the HKIS/CIC (where applicable), including but not limited to any fee, subscription, levy, arrears, fine or other penalty, or re-imburement in accordance with any scheme of compensation, or in respect of any goods or services commissioned by me from the HKIS/CIC (where applicable); and
- To declare any criminal convictions by me within 30 days.

I understand and authorise the HKIS/CIC (where applicable) to make any reasonable enquiries and check all information in relation to my application for listing as “Surveyor BIM Pro” / certification as a “Certified BIM Manager”.

I acknowledge that the HKIS/CIC (where applicable) has the right to withdraw approval of application status if I do not meet the requirements. I understand and agree that the HKIS/CIC (where applicable) may investigate the statements I have made with respect to this application, and that I may be subject to disciplinary actions for any misrepresentation (whether fraudulent or otherwise) in this application.

If at any time the HKIS/CIC (where applicable) discovers that I have failed to disclose any pertinent information in this form, or that I have provided false information, it will have the right to terminate my application with immediate effect (with no further obligation to refund any subscription or other fees).

I understand that the fee paid is non-refundable and non-transferable.

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

I have read and agree to comply with the HKIS’s “Application Guide for Listing of “Surveyor BIM Pro” BEFORE completing this application form.

I declare that the content of this form is true and correct. I understand and accept that I am accountable for the truth of this declaration.

\_\_\_\_\_  
Signature of applicant

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

### Section 12 Document Checklist

To facilitate the application process, please check the following items before submitting to the HKIS. We suggest that you keep a copy of all relevant documents for your own records, before submission.

	Documents
<input type="checkbox"/>	Completed and signed application form for listing of Surveyor BIM Pro
<input type="checkbox"/>	Copy of professional membership of the HKIS
<input type="checkbox"/>	Portfolio of work examples that proves the applicant has in the past 5 years gained at least 2 years of practical experience in BIM (stationed in Hong Kong for at least 6 months), such as in development of BIM standards; planning, design, contract administration and execution of BIM projects in the areas of quantity surveying, construction management, project management, cost and programme management, design management and specification, and property management; BIM education; quality assurance, etc.
<input type="checkbox"/>	Completed and signed Certification of Practical Experience in BIM (See Annex)
<input type="checkbox"/>	A competency statement (incorporated in the application form), of between 1,500 and 2,500 words, to demonstrate the applicant's practical experience in BIM and English writing skills (the 6 core competencies required for a Surveyor BIM Pro are given in the application guide section 2.2)
<input type="checkbox"/>	Evidence of completing a CIC-accredited BIM Manager training course. (e.g. completion certificate)  (Refer to Section 4 – BIM related education and submit the relevant certificate.)
<input type="checkbox"/>	Curriculum vitae
<input type="checkbox"/>	Payment or evidence of payment enclosed (cheque).



**Section 13 Payment Method\***

All payments received are non-refundable, non-endorsable and non-transferable.

Please submit to the “Hong Kong Institute of Surveyors”, Room 1205, 12/F, Wing On Centre, 111 Connaught Road Central, Sheung Wan, Hong Kong.

A cheque made payable to the “Hong Kong Institute of Surveyors”

Cheque no. \_\_\_\_\_

Name of the bank \_\_\_\_\_

<b>For official use only</b>					
	<b>Date</b>	<b>Officer</b>		<b>Date</b>	<b>Officer</b>
Application form received <sup>^</sup>			Acknowledgement of application form		
Application fee received			Receipt of application fee		
Particulars verified			Additional information required		
Other information received			Recommended		
Interviewed on			Not Recommended (With reason(s))		
Remarks:			Listing No.		

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

*{Please print this page on Company Letter}*

The Hong Kong Institute of Surveyors,  
Room 1205,12/F, Wing On Centre,  
111 Connaught Road Central,  
Sheung Wan, Hong Kong

To: Administrative Officer (HKIS BIM Certification Scheme)

**Application for Surveyor BIM Pro**

**Certification of Practical Experience in BIM – (Name of Applicant)**

I, hereby certify that (Name of applicant), holder of HKID No. XXXXXXXX(X), had taken up the BIM projects written in Section 6 “Practical Experience in BIM” of the application form.

The descriptions on his/her practical experience in BIM presented in his/her application submitted are true and correct.

Authorised Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Name of company: \_\_\_\_\_

Relationship with applicant: \_\_\_\_\_

Contact no.: \_\_\_\_\_

Email: \_\_\_\_\_