

The Hong Kong Institute of Surveyors

For official use only
Application No.: _____

The HKIS BIM Certification Scheme Application Form for Appeal against Decision Relating to the Listing under “Surveyor BIM Pro / Co”

<p>Important Notes</p> <p>a) Please read carefully the “<u>Application Guide for Listing under “Surveyor BIM Pro/Co”</u> BEFORE completing this application form.</p> <p>b) Appeal against a decision relating to the listing under “Surveyor BIM Pro/Co” must be made and submitted with the following documents <u>no later than 21 days</u> after receiving notification of the decision of the HKIS BIM Committee. Late appeal applications will not be considered.</p> <p>c) Please submit:</p> <ul style="list-style-type: none">- Completed and signed appeal application form.- Application fee.- Any relevant documents you wish to be considered in your appeal.
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Appeal application against a decision relating to the

Listing under “Surveyor BIM Pro”	<input type="checkbox"/>
Listing under “Surveyor BIM Co”	<input type="checkbox"/>

Please tick the appropriate box.

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

Section 1 - Personal Particulars		
(Please enter your name as shown on the H.K.I.D. or other identification documents)		
Surname *	Given Names in full *	Application No/Listing No *#:
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 *		

Section 2 –Grounds of Appeal *

Note: Please state your grounds of appeal, including any new facts and details you wish the Appeal Panel to consider/review. You may create an additional sheet(s) of paper if necessary.

Section 3 - Payment Method*

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

Please mail the cheque to the “Hong Kong Institute of Surveyors” at 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 _____

Section 4 - Personal Information Collection Statement

1. Collection of Personal Data

- 1.1 The information you provide to the HKIS / CIC (where applicable), including, but not limited to, any personal data as defined in the Personal Data (Privacy) Ordinance (Cap.486), will be used solely for purposes related to the activities of the HKIS / CIC (where applicable). The activity and the required personal data are detailed in the application form.
- 1.2 Whether or not you provide your personal data to the HKIS/CIC (where applicable) is voluntary. However, where you are providing information for the purpose of an appeal application, it is necessary that you supply the HKIS/CIC (where applicable) with complete information as specified on the application form. Otherwise, the HKIS/CIC (where applicable) may be unable to process or consider your application. If you are under the age of 18, you should consult your parent or guardian before providing any personal data to us.
- 1.3 You are entitled to request access to and correction of any errors in your personal data. If you wish to do so, please write to HKIS/CIC (where applicable) at the appropriate address. For more information about the CIC’s policies on privacy and personal data protection, you can access their Privacy Policy Statement at https://www.cic.hk/eng/main/privacy_policy_statement.

2. Purposes of Collection

Your personal data will be kept confidential and may be used by the HKIS/CIC (where applicable) for the following purposes:

- Processing of HKIS’s listing / CIC’s certification applications (where applicable) for the BIM listing/certification and related matters;
- Maintenance of listing/certification records;
- Listing/certification and related activities;
- Verification of listing/certification and registration status by the public;
- Training and continuing professional development activities; and
- Determining and collecting registration fees from an applicant.
- Facilitating communication with you;

Section 4 - Personal Information Collection Statement

- Performing and exercising functions and powers of the CIC under relevant legislation, rules and sub-legislation, including but not limited to the Construction Industry Council Ordinance (Cap. 587) and Construction Workers Registration Ordinance (Cap. 583) (where applicable);
- Establishing, exercising and defending the CIC's legal rights, and complying with the CIC's legal and regulatory obligations (including anti-money laundering obligations, complying with orders by courts or regulators, etc.) (where applicable);
- Managing access to the HKIS/CIC's premises and for security purposes (where applicable);
- Preventing and responding to actual or potential security threats, fraud or illegal activities;
- Handling complaints or enquiries;
- Performing analysis and conducting research and surveys;
- Performing audits and compliance reviews to ensure compliance with the applicable HKIS/CIC's policies and procedures, regulations and law (where applicable);
- Other purposes related or incidental to the conduct of the HKIS/CIC's activities (where applicable); and
- Any other purposes that you may consent to from time to time.

3. Disclosure and Transfer of Personal Data

3.1 The HKIS/CIC (where applicable) may disclose or transfer your personal data for the purposes as stated in paragraph 2 to third parties, including but not limited to the following:

- Any or all of the HKIS/CIC's affiliates and/or subsidiaries (where applicable);
- Any third party service providers, contractors/sub-contractors that, on behalf of the HKIS/CIC (where applicable), operate or maintain membership, event registration, tour booking, researches and/or analysis, or carry out back-end services, administrative services, verification services, cloud services or information technology services, or provide necessary support or services to the HKIS/CIC (where applicable) to enable us to provide our services, including any insurance, banking or third party payment gateways services used by the HKIS/CIC (where applicable), and any other entities that discharge contractual obligations on our behalf;
- Any of the HKIS's/CIC's professional advisors, including but not limited to lawyers, accountants and auditors (where applicable); or
- Any party that owes a duty of confidentiality to the HKIS/CIC (where applicable).

3.2 We may disclose and transfer your personal data in accordance with any legal or regulatory requirements or any court order applicable to the HKIS/CIC (where applicable).

Section 4 - Personal Information Collection Statement

4. Use of Personal Data Related to Direct Marketing

To keep you informed of the HKIS/CIC (where applicable) activities and developments in the construction industry which may be of interest, the HKIS/CIC (where applicable) would like to use your personal data, including your name, phone number, correspondence and email address, to update you in relation to the HKIS/CIC (where applicable) training courses, trade testing, registration, events and other aspects of its work and developments in the construction industry.

You are free to decide whether you wish to receive such information. If you choose not to receive information on the above, please put a tick in the box below. You may make any subsequent changes to your choice of receiving promotional materials by writing to us.

- I confirm that I have carefully read and understood the Personal Information Collection Statement.
- I do not wish to receive any promotional information from the HKIS/CIC (where applicable) in relation to its activities or developments in the construction industry.

Section 5 - Applicant Declaration

I, _____ (name in full), being an applicant for listing as “Surveyor BIM Pro/Co”, hereby give notice of appeal against HKIS’s decision of my application for “Surveyor BIM Pro/Co” Listing. My grounds of appeal are set out in Section 2. I 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). I do hereby accept the final decision of the Appeal Panel.

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 Appeal Panel.

I have read the following and hereby undertake:

- To comply and act in accordance with the Regulations and Rules of the HKIS as they now exist, or as they may in the future be amended;
- To pay promptly any monies due to the HKIS, 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 HKIS; and
- To declare any criminal conviction within 30 days.

I understand and authorise the HKIS to make any reasonable enquiries and check all information in relation to my appeal application for listing of “Surveyor BIM Pro/Co”.

I acknowledge that the HKIS has the right to withdraw approval of appeal application status if I do not meet the requirements. I understand and agree that the HKIS may investigate the statements I have made with respect to this appeal application, and that I may be subject to

disciplinary actions for any misrepresentation (whether fraudulent and otherwise) in this application.

If at any time the HKIS 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 appeal application with immediate effect (with no further obligation to refund any subscription or other fees).

I understand that the fees paid are 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.

I have read and agreed to comply with the “Application Guide for Listing under “Surveyor BIM Pro/Co” 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.

_____ Date: _____
Signature of applicant

Section 6 - For HKIS Office use					
	Date	Officer		Date	Officer
Appeal application form Received			Acknowledgement of appeal application form		
Fee Received			Receipt of application fees		
Particular verified			Additional information required		
Other information received			Recommendation:		
Interviewed on					
Remarks:			Listing No. (if applicable)		