

**Memorandum of Mutual Recognition of  
Membership between Property and Facility  
Management Division and its RICS Counterpart**

**Guide to Applicants**

**Property and Facility Management Division  
The Hong Kong Institute of Surveyors  
August 2020**

**Memorandum of Mutual Recognition of Membership (MMRM)  
between Property and Facility Management Division (PFMD) and its  
RICS Counterpart**

**Guide to Applicants**

**1. Background**

1.1 The MMRM was signed on 11 April 2019. Eligible corporate members of RICS qualified through Facilities Management Professional Group may apply for corporate membership in PFMD.

1.2 According to the MMRM, a professional interview would be conducted at the discretion of the Hong Kong Institute of Surveyors (HKIS) to verify the applicant's competence and suitability for admission to the PFMD.

**2. Application Procedures**

2.1 PFMD accepts applications at any time, and would arrange interviews upon receiving appropriate number of eligible applications.

2.2 An eligible applicant should complete the application form for membership, which requires signatures from 4 Corporate Members of PFMD (consisting of at least one Fellow). The application form, along with the relevant application fee, should be submitted to the Membership Department of HKIS.

2.3 An eligible applicant is requested to provide detailed work experience in the application form. It should demonstrate the applicant's post-qualification professional practice of not less than one year in Hong Kong relevant to PFMD

2.4 If the minimum local experience could be demonstrated, the eligible applicant will then be invited to attend a professional interview in the presence of an assessment panel, comprising a chairman and two panel assessors.

2.5 The professional interviews will normally cover questions on Property Asset Management, Corporate Real Estate, Project Management, Property Maintenance and Property Management in Hong Kong, and issues on professional ethics.

2.6 If the assessment panels are satisfied with the competence and suitability of the eligible applicants, their applications will be submitted to the Board of Membership and General Council for formal endorsement.

2.7 According to clause 2.8.2 of the HKIS Bye-Laws, in case an application for admission as a member is rejected, the Board of Membership shall not be required to give any reason for the rejection. Any such applicant not admitted may not again submit an application for admission as a member until 12 calendar months shall have elapsed from the date the application was rejected.

### **3. Eligibility**

3.1 For the avoidance of doubt, all along, it is the intention of PFMD to only accept applicants who obtained their RICS qualifications through the normal APC route and not the applicant whose admission to RICS membership is by virtue of a reciprocity agreement with another professional body.

3.2 Given the terminology currently adopted by the RICS in eligible requirements and for the purpose of this guideline to applicants, normal APC route shall mean the APC route with relevant periods of structured training and final assessments etc.

3.3 PFMD reserves the rights to reinforce the admission requirements as and when necessary.

# THE HONG KONG INSTITUTE OF SURVEYORS

## APPLICATION FOR MEMBERSHIP

Note:

- (1) Professional membership of the HKIS is open to persons who are at least 21 years of age, being a corporate member of a recognized professional body with at least one year relevant local experience, or a probationer or an associate member having satisfied the relevant APC.
- (2) This application form must be subscribed by 4 corporate members of HKIS one of whom must be a Fellow.
- (3) The non-refundable application fee of \$1970, together with the first annual subscription fee of \$1970 (= \$3940 payable to “The Hong Kong Institute of Surveyors”) must be included with this application.
- (4) Applications from probationers of the Institute need only pay the difference in annual subscription (i.e. \$1970 – \$790 = \$1180) and the net fee payable with this application is \$1970 + \$1180 = \$3150.
- (5) Applications from associate members of the Institute need only pay the difference in annual subscription (i.e. \$1970 – \$1200 = \$770) and the net fee payable with this application is \$1970 + \$770 = \$2740.

<i>For Office Use</i>	<i>Date</i>	<i>Officer</i>	<i>For Office Use</i>	<i>Date</i>	<i>Officer</i>
Form received			Acknowledged		
Fee received			Received		
Particulars verified			Other Data requested		
Other Data received			Passed to DMC		
Interviewed on			Recommended		
Remarks:			Not Recommended		
Tabled at BOM			Result notified		
<b>DIVISION</b>			<b>MEMBERSHIP NO.</b>		

To the Honorary Secretary, HKIS

I hereby submit my application for admission to professional membership of HKIS and I declare that the particulars provided are true and correct.

This is a re-application. My last application was rejected on \_\_\_\_\_.

Date \_\_\_\_\_ Signature of Applicant \_\_\_\_\_

Full Name \_\_\_\_\_

Please complete in block letters

<b>Personal Particulars</b>			
Surname Mr. / Miss		Given Names in full (as shown on HKID)	
姓名		HKID No. (Attach a copy for verification.)	Date of Birth
Correspondence address			
Contact telephone no.		Email address	
Current Employment and address		Position	Since
Brief Description of relevant experience			
Previous Employment		Position	Since
Brief Description of relevant experience (If current employment is less than 1 year)			
<b>Particulars of Membership of Recognized Professional Body</b> (Documentary evidence must be submitted for verification.) (The applicant will be subject to an admission interview.)			
Professional Body			
Membership Grade and Division			Date of Admission
<b>Particulars of Assessment of Professional Competence</b>			
I am a Probationer of _____ Division admitted on (date) _____ (Mem. No. _____)			
I am an Associate of _____ Division admitted on (date) _____ (Mem. No. _____)			
I have satisfied the requirements of the relevant APC on (date) _____			
<b>Subscription by 4 Corporate Members</b> (All subscribers should be members of the same Division as the applicant.) (Not more than 2 subscribers should be from the same organization.)			
Full Name & Division	Full Name & Division	Full Name & Division	Full Name & Division
Membership Grade & No. <b>Fellow</b>	Membership Grade & No.	Membership Grade & No.	Membership Grade & No.
Organization	Organization	Organization	Organization
Signature	Signature	Signature	Signature
Date	Date	Date	Date

(Note: Subscribers may be required to testify the suitability of the applicant for admission.)