

**QUANTITY SURVEYING DIVISION  
ASSESSMENT OF PROFESSIONAL COMPETENCE**
**APPLICATION FOR PART II INTERVIEW ASSESSMENT 2024 (REFERRAL)**

All applications should be submitted to HKIS Secretariat  
not later than **12:30 pm, Saturday, 31 August 2024**  
Late submission will not be accepted

PERSONAL PARTICULARS		HKIS No.:	
		(must be HKIS probationer or Associate Member)	
Surname: Mr./Mrs./Miss*	Other Names in full:	Name in Chinese:	
Communication Address: (must be the same as membership record)		Telephone: (Home / Office)	
		Mobile:	
E-mail Address:			
For Office Use	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C
Minimum APC training required for Part II written assessment	24 months	36 months	36 months after becoming AMHKIS

Eligibility	To be completed by Candidate		For Office Use
	APC Date:	Training period:	
1. Commencement date of APC and APC training period required	start	months	
2. Year of passing the Part I Written Assessment			
3. Year of passing the Admission Interview for Associate Membership			
4. Year of passing the Part II Written Assessment			
5. Number of previous attempt(s) in Part II Interview Assessment	(no. of attempt)	(year)	
6. Period of experience recorded in Diary and Log Book <ul style="list-style-type: none"> <li>From APC Commencement Date to Date of this Application</li> <li>From Date of previous attempt to Date of this Application</li> </ul>		days days	
7. Pre-Qualification Structured Learning (PQSL) Record obtained (15 hours required for every 6 months) <ul style="list-style-type: none"> <li>From APC Commencement Date to Date of this Application</li> <li>From Date of previous attempt to Date of this Application</li> </ul>		hours hours	
8. Have you paid your HKIS membership subscription fee in 2024?	Yes	No	
9. Did you change your Employer * / Supervisor * / Counsellor * and without notifying the Institute? *delete if not applicable	Yes	No	

List of Submissions on or before 31 August 2024 Based on the 2012 Version Rules and Guide to the APC QSD		Rules & Guide Ref. No.	Candidate to insert	
			√ if submitted	N/A : if not applicable
1.	Duly completed Application Form APC6/QS/2i (2024)	2012 – 15.1		
2.	Application Fees for Referral Assessment: (All payment should be in bank cheque and crossed and made payable to “The Hong Kong Institute of Surveyors” and is non-refundable in any event)	2012 – 16.2		
	\$800 Part II Interview Assessment only	Bank: Cheque No.:		
3.	A photocopy of the Result Notification Letter of the previous attempt			
4.	A <b>CD-ROM containing the scanned copy</b> of the period of experience recorded in <b>Diary and Log Book (comprising Analysis of Diary Sheets and Additional Analysis of Diary Sheets)</b> ** from Date of previous attempt to Date of this Application	2012 – 13.3		
5.	A copy of the <b>Pre-Qualification Structured Learning (PQSL) Record</b> from Date of previous attempt to Date of this Application			
For Candidates who have satisfactorily completed the Preliminary/Further checking for their APC training records				
6.	A photocopy of the Result Notification Letter of the Preliminary/ Further checking for the APC training records			
For Candidates who have <b>NOT</b> satisfactorily completed the Preliminary/Further checking for their APC training records				
7.	A <b>CD-ROM containing the scanned copy</b> of supplemental submission to rectify the previous deficiencies Experience of approved training as recorded in <b>Diary and Log Book (comprising Analysis of Diary Sheets and Additional Analysis of Diary Sheets)</b> ** in accordance with your enrollment route to the Institute (Category A, B, C or D)			
8.	A copy of the supplemental submission to rectify the previous deficiencies The <b>Pre-Qualification Structured Learning (PQSL) Record</b> in accordance with your enrollment route to the Institute (Category A, B, C or D)			
9.	A photocopy of the Marking Summary (assessor’s comments) for the Preliminary/Further checking of APC training records of your previous attempt			

\*\* A label shall be affixed to the CD-ROM and shall include the candidate’s full name, HKIS membership number and the type of assessment. The name of the electronic files should include HKIS membership number and the candidate’s full name in capital letter. The Institute may request the candidates to submit the original (hard copy) of the Diary and Log Book (comprising Analysis of Diary Sheets and Additional Analysis of Diary Sheets) if considers necessary.

Declaration of Candidate	
I declare that to the best of my knowledge and belief the statements and information given in this application are true and correct.	
Signature of Candidate	
Date	

Declaration of Supervisor and Counsellor		
	Supervisor	Counsellor
Name		
Company Name		
Position in Company		
Company Address		
Telephone No.		
Qualifications / HKIS No.		
Signature		
Date		

Declaration of Employer's Authorized Representative		
Name		
Company Name		
Position in Company		
Company Address		
Telephone No.		Company Chop
Signature		
Date		

Note : If you change your correspondence address, employer, supervisor or counsellor after submission of this Form APC6/QS/2i (2024), you must inform the Education Dept. of the HKIS Secretariat by fax or mail immediately.

**Admission Interview for admission to Corporate Membership**

Candidates who have passed the Part II Written Assessment will be eligible to sit for the Admission Interview for Corporate Membership to be held in December 2024. Candidates are advised to keep the original copy of the training records including the Diary and Log Book (comprising Analysis of Diary Sheets and Additional Analysis of Diary Sheets). The Institute may request the candidates to submit the original (hard copy) of the training records if considers necessary.

**Re-attempt of Admission Interview**

Candidates who fail in their Admission Interview may apply to re-take in the next attempt. These referred candidates must continue to maintain their Diary, Log Book and PQSL records until they are successful in the Final Assessment. They should maintain their Diary and Log Book including PQSL records in accordance with the latest version of APC Rules & Guide, i.e. the 2012 edition.



**Official Acknowledgement Receipt**  
**Application for Part II Interview Assessment 2024 (Referral) of the APC Quantity**  
**Surveying Division**

Please complete the following:

Candidate's Name		<b>For Office use only</b>  Received by HKIS
Address		