

CORPORATE MEMBERSHIP APPLICATION GUIDE

1. The Hong Kong Institute of Architectural Conservationists (HKICON) 香港建築文物保護師學會 is a professional body of architectural conservation practitioners. It was established within the context of growing recognition for the protection and conservation of built heritage in Hong Kong. HKICON invites architectural conservation related corporates to join as corporate members to share the latest development in the architectural conservation practice.

2. Benefits:

- i. Latest news and notification of CPD events from HKICON.
- ii. Free place(s) offered in each CPD talk organized by HKICON.

Corporate Member (Banding as defined in Item 5 below)	Free place(s) offered
Band A	1
Band B	2
Band C	3

3. Qualifications for membership application:

- i. A Hong Kong or overseas-based government agency, non-governmental organization, or registered private companies engaging in architectural conservation practice in Hong Kong, and shall have at least one Professional Member or a Fellow of the Institute as full-time staff.
- ii. A registered business under Hong Kong's Business Registration Ordinance (Cap. 310).

4. Documents required:

- i. A completed application form.
- ii. A copy of the valid Business Registration Certificate.
- iii. Organization chart of the corporate (Examples: for Band A, provide a list of the staff and their respective job titles; for Bands B and C, list the directors and senior management with job titles, and the number of subordinates).

5. Subscription Fees - with effect from 1 October 2019 (subject to change without further notice)

Banding ¹	Annual Subscription Fee
Band A: sole practitioner to 10 employed staff (HK office)	HK\$ 1,500
Band B: 11 to 30 employed staff (HK office)	HK\$ 2,500
Band C: more than 30 employed staff (HK office)	HK\$ 4,500

Cheques for subscription fees shall be made payable to "The Hong Kong Institute of Architectural Conservationists".

¹ No. of employed staff including Full-time and Part-time staff.

6. The completed application form, subscribing fee, together with all the required documents shall be sent to the following address:

The President, The Hong Kong Institute of Architectural Conservationists

c/o Division of Architectural Conservation Programmes

Department of Real Estate and Construction

The University of Hong Kong

Pokfulam Road, Hong Kong

7. For enquiries, please contact us by e-mail at admin@hkicon.org

CORPORATE MEMBERSHIP APPLICATION FORM

Official Use Only	
Date received	
Membership category applied	
Registration number assigned	
Remarks	
Council approval	

PART A CORPORATE PARTICULARS

Corporate Name: _____

Name in Chinese (if applicable): _____

Business Registration Number: _____

Correspondence address: _____

Correspondence tel: _____

Correspondence e-mail: : _____

Company website (if any): _____

Number of staff: (Full Time) _____ (Part Time) _____

PART B REPRESENTATIVES

Please fill in the information of at least one Director of the Corporate and at least one Professional Member or Fellow of the Institute who is working as a full-time staff in the company. He/ She can be the same person.

Director

Name: _____

Position: _____

HKICON Membership Number: _____

Professional Member or a Fellow of the Institute

Name: _____

Position: _____

HKICON Membership Number: _____

PART C DECLARATION

We declare that the information given above is true and we allow HKICON to disclose our contacts to other third parties. We further declare that if we are accepted as a corporate member of HKICON, we shall be bound by the Institute's Constitution, By-laws and Code of Professional Conduct.

Corporate Name: _____

Authorised signature and Company chop: _____

Name of person signed: _____

Position: _____

Date: _____

PART D DOCUMENTS TO BE SUBMITTED WITH THIS FORM

- A copy of the valid Business Registration Certificate.
- Organization chart of the corporate (Examples: for Band A, provide a list of the staff and their respective job titles; for Bands B and C, list the directors and senior management with job titles, and the number of subordinates).