

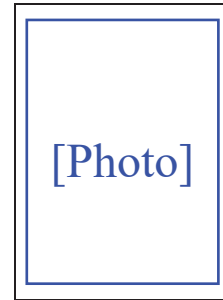
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The Hong Kong Institute of Architectural Conservationists

香港建築文物保護師學會

INDIVIDUAL MEMBERSHIP APPLICATION FORM

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



PART A PERSONAL PARTICULARS

Title*: ~~Dr~~ / ~~Mr~~ / ~~Mrs~~ / Ms / Others: _____

Name as shown on HKID or passport: CHAN TAI MAN

Name in Chinese (if applicable): 陳大文

Date of birth (DD/MM/YYYY): 01/01/1990

Nationality: CHINESE (HONG KONG)

HKID / ~~Passport No.~~ A123456(7)

Membership applied for*: Professional / ~~Professional (Dispensation Route)~~ / Associate / ~~Retired~~ / ~~Student~~

Existing HKICON membership: Type of membership: _____ ; Membership No.: _____

(if applicable) Year Attained: _____

Correspondence address: Rm 101, 1/F, ABC Garden, XYZ, Hong Kong

Contact telephone No. : 2345-6789 / 9123-4567

Facsimile (if applicable): 3456-7890

E-mail address: abc@abc.com

* Delete as appropriate

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PART B ACADEMIC AND EMPLOYMENT PARTICULARS

1. All information shall be presented in chronological descending order (latest first).
2. All details must be supported by a copy of supporting documentation.
3. The Council reserve the right to request applicant to further supplement details, e.g. relevant course syllabus, copies of transcript and other information deemed necessary to verify the information submitted by the applicant.

Section 1 Relevant Academic Particulars (Tertiary or above)

No.	Qualification and Subject	Academic Institution	Year Attained	Result / Grade
1	BA (Major in Translation)	ABC University	2016	1st Class Honour
2	MSc (Conservation)	XYZ University	2017	Pass with Merit

Section 2 Professionals Particulars

No.	Awarding Professional Body / Registration Board	Registered Professional / Membership Category	Year Attained	Country/State/Region
1	Hong Kong Institute of XXX	Professional Member	2021	Hong Kong

Section 3 Relevant Employment Particulars (if applicable)

No.	Company / Organisation	Job Title *	Year Start	Year End
1	ABC Limited	Project Coordinator	2017	2019
2	XYZ Limited	Project Manager	2023	Present

*if there are more than one job title under the same company / organisation, only the latest title shall be included.

PART C MEMBERSHIP APPLICATION PARTICULARS***

*** Please complete the relevant sections corresponding to the membership category applied for.

Section 1 Academic Requirements (for Professional / Associate / Student Membership ONLY, if applicable)

Programme / Degree Name:	Master of Science in Conservation
Offering Institution:	XYZ University
Level / Qualifications Attained:	Bachelor / Masters / Doctoral / Postgraduate Diploma / Others: _____
Year Attained (for Professional / Associate Member) or Year to-be-Attained (for Student Member):	2017

Section 2 Professional Membership of other Institution (for Associate Membership ONLY, if applicable)

Name of Professional Institutions:	
Membership Category	Professional Member / Others: _____
Specialization / Concentration / Division (if any):	
Membership No.:	
Year Attained:	

Section 3 Professional Experience Requirements

(for Professional / Professional (Dispensation) / Associate Membership ONLY)

Notes to Applicant

1. If the Applicant has more than one Employments, Table B and Table C should be completed for each of the Employment, and one employment after another.
2. The Applicant may make necessary copy for Table C if there are more than one projects to be included in the architectural conservation portfolio.
3. All employment and the portfolio of relevant experiences must be corroborated by the Employer and/or direct Supervisor. If there is special circumstance which corroboration is not possible to be sought, additional proof of information must be submitted for Council's consideration, and the Council reserves the right to disregard experiences which fails to be verified by satisfactory proof of information.
4. The Applicant should be involved in each individual reported project for not less than 3 months in total. Projects that are involved less than that shall not be counted towards the Total Relevant Experience claimed.
5. The specific tasks under each project should be able to demonstrate the Applicant's professional competence in architectural conservation. General tasks (e.g. project administration or liaison) to facilitate the execution of the projects may also be listed, but shall not account for more than 20% of the total relevant experience claimed of each project.

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6. The % involvement in the period refers to the extent that the Applicant is involved in the certain task during the involvement period. The relevant experience claimed by the certain task shall be the product of the total no. of months of the involvement period and the % involvement, and should be presented in months corrected to 0.5 months.

[For example: if the Applicant is involved in a specific task for 4 months, and in the 4 calendar months it was estimated 30% of his/her time is used for the specific task, the relevant experience claimed for the specific task shall be $4 \times 30\% = 1.2$, i.e. 1 calendar month of relevant experience claimed]
7. The relevant experience claimed under each project should be the sum of that of each specific task and should tally with that in the Summary Table (Table A).
8. The total relevant experience claimed in the Summary Table should be no less than the requirement of the relevant membership category. Refer to the Application Guide for the specific requirement.
9. The Council reserves the right to request supplementary information from the applicants if the submitted information is deemed insufficient or unclear.

Table A Summary Table of Professional Experiences in Architectural Conservation

Company / Organisation	Projects	Relevant Experience Claimed (in months)
ABC Limited	Revitalization of ABC Market	5
ABC Limited	Repair of DEF Temple	6
XYZ Limited	Conservation Management Plan for GHI School	5
XYZ Limited	Restoration of JKL Chapel	9
Total Relevant Experience Claimed (in months):		25

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Table B Architectural Conservation Portfolio - Employment


Company / Organization:	ABC Limited
Job Title of Appointment:	Project Coordinator
Job Description:	Assist the project director and project manager to execute different architectural conservation projects in Hong Kong.
Corroboration by Direct Supervisor / Employer	<p>I certify that the information provided by the Applicant regarding the Employment and the below-mentioned Project for the architectural conservation portfolio is true and accurate, and the specific tasks are carried out by the Applicant under my supervision / employment.</p> <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> <p>Company Chop</p>  </div> <div style="text-align: center;"> <p>Signature</p> <div style="border: 1px solid blue; padding: 5px; display: inline-block;">(Signature)</div> </div> </div> <hr/> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Name of Signatory:</p> <p>Sample Lee</p> <hr/> <p>Membership No. of HKICON (if any):</p> <p>M9999</p> <hr/> </div> <div style="width: 45%;"> <p>Capacity of Signatory:</p> <p>Project Manager</p> <hr/> <p>Date of Signature:</p> <p>01/04/2025</p> <hr/> </div> </div>

Table C Architectural Conservation Portfolio – Project Information

Project Title	Project Period (MM/YYYY – MM/YYYY) (include tentative completion year for ongoing project)	05/2013 – 07/2020	
Specified tasks in the project demonstrating professional competence in architectural conservation	Involvement Period (MM/YYYY – MM/YYYY)	% Involvement	Relevant Experience Claimed (in months)
Prepare tender document based on approved conservation design	09/2017 – 02/2018	50%	3 months
Prepare supplementary HIA based on approved conservation works	03/2018 – 05/2018	60%	2 months
Total Relevant Experience Claimed under this Project (in months)			5 months

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Table C Architectural Conservation Portfolio – Project Information

Project Title	Repair of DEF Temple	Project Period (MM/YYYY – MM/YYYY) (include tentative completion year for ongoing project)	06/2016 – 12/2018	
Specified tasks in the project demonstrating professional competence in architectural conservation		Involvement Period (MM/YYYY – MM/YYYY)	% Involvement	Relevant Experience Claimed (in months)
Review technical submissions by works contractor to comply with contract requirements		09/2017 – 06/2018	30%	3 months
Site inspection and supervision of workmanship for the repair works		11/2017 – 08/2018	20%	2 months
Prepare Practical Completion Certificate, List of Outstanding Items and Defects, as well as Final Accounts		09/2018 – 12/2018	25%	1 month
Total Relevant Experience Claimed under this Project (in months)				6 months

Table B Architectural Conservation Portfolio - Employment

Company / Organization:	XYZ Limited
Job Title of Appointment:	Project Manager
Job Description:	Oversee and execute conservation and other building projects of the company with direction of the Project Director.
Corroboration by Direct Supervisor / Employer	<p>I certify that the information provided by the Applicant regarding the Employment and the below-mentioned Project for the architectural conservation portfolio is true and accurate, and the specific tasks are carried out by the Applicant under my supervision / employment.</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Company Chop</p> <div style="text-align: center; border: 1px solid blue; border-radius: 50%; width: 40px; height: 40px; margin: 10px auto; display: flex; align-items: center; justify-content: center;"> (CHOP) </div> <hr/> <p>Name of Signatory: Adam Sampleman</p> <hr/> <p>Membership No. of HKICON (if any): N/A</p> <hr/> </div> <div style="width: 45%;"> <p>Signature</p> <div style="text-align: center; border: 1px solid blue; width: 100px; height: 25px; margin: 10px auto; display: flex; align-items: center; justify-content: center;"> (Signature) </div> <hr/> <p>Capacity of Signatory: Director</p> <hr/> <p>Date of Signature: 01 April 2025</p> <hr/> </div> </div>

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Table C Architectural Conservation Portfolio – Project Information

Project Title	Conservation Management Plan for GHI School	Project Period (MM/YYYY – MM/YYYY) (include tentative completion year for ongoing project)	02/2023 – 11/2023	
Specified tasks in the project demonstrating professional competence in architectural conservation	Involvement Period (MM/YYYY – MM/YYYY)	% Involvement	Relevant Experience Claimed (in months)	
Conduct desktop research on historic materials	02/2023 – 05/2023	25%	1 month	
Carry out interviews with relevant stakeholders and preparations	02/2023 – 05/2023	25%	1 month	
Consolidate research materials and present for government approval	06/2023 – 07/2023	25%	0.5 month	
Writeup of the Conservation Management Plan	08/2023 – 10/2023	80%	1.5 months	
Liaison with government and attend project meetings	02/2023 – 11/2023	10%	1 month	
Total Relevant Experience Claimed under this Project (in months)			5 months	

Table C Architectural Conservation Portfolio – Project Information

Project Title	Restoration of JKL Chapel	Project Period (MM/YYYY – MM/YYYY) (include tentative completion year for ongoing project)	04/2023 – Present (Tentative Completion: 2026)	
Specified tasks in the project demonstrating professional competence in architectural conservation	Involvement Period (MM/YYYY – MM/YYYY)	% Involvement	Relevant Experience Claimed (in months)	
Conduct desktop research on historic materials	04/2023 – 09/2023	25%	1.5 months	
Conduct condition survey to the present condition of the chapel	04/2023 – 09/2023	25%	1.5 months	
Prepare Conservation Proposal	10/2023 – 01/2024	25%	1 month	
Reviewing government's comment and revise Conservation Proposal	01/2024 – 10/2024	20%	2 months	
Prepare tender document	10/2024 – 12/2024	50%	2 month	
Tender procurement	01/2025 – 03/2025	30%	1 month	
Total Relevant Experience Claimed under this Project (in months)			9 months	

PART D NOMINATIONS

(for Professional / Professional (Dispensation) / Associate Membership ONLY)

Endorsement from three nominators who are either HKICON Fellows or Professional Members are required for professional and associate membership application.

Name of applicant: Chan Tai Man
Membership applied for: Professional / ~~Associate~~ / ~~Professional (Dispensation Route)~~
(Delete as appropriate)

1. First nominator

Title: Prof / ~~Dr~~ / ~~Mr~~ / ~~Mrs~~ / ~~Ms~~ (Delete as appropriate)
HKICON registered name: Lee Hoy In
HKICON membership: Fellow / ~~Professional Member~~ (Delete as appropriate)
HKICON membership number: F9998 Year registered: 2010

I wish to nominate the above applicant for the membership indicated

Signed: (Signature)
Date: 01 April 2025

2. Second nominator

Title: ~~Prof~~ / ~~Dr~~ / ~~Mr~~ / ~~Mrs~~ / ~~Ms~~ (Delete as appropriate)
HKICON registered name: Man Mut Po Woo
HKICON membership: ~~Fellow~~ / Professional Member (Delete as appropriate)
HKICON membership number: M9997 Year registered: 2023

I wish to nominate the above applicant for the membership indicated

Signed: (Signature)
Date: 01 April 2025

3. Third nominator

Title: ~~Prof~~ / ~~Dr~~ / ~~Mr~~ / ~~Mrs~~ / ~~Ms~~ (Delete as appropriate)
HKICON registered name: Archie Connor
HKICON membership: ~~Fellow~~ / Professional Member (Delete as appropriate)
HKICON membership number: M9996 Year registered: 2021

I wish to nominate the above applicant for the membership indicated

Signed: (Signature)
Date: 01 April 2025

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PART E DECLARATION

I hereby declare that:

- all information submitted in the application is true, complete and accurate. I further understand that any false statements may result in the denial of the application or revocation of membership;
- I authorise the Hong Kong Institute of Architectural Conservationists to make reasonable enquires to certain entities for the purposes of verifying the information submitted in the application;
- I will provide original copies of my qualifications for inspection, if deemed necessary by the Institute;
- I understand that the Institute may offer me an alternative category of membership if I do not meet the requirements for my chosen category of membership;
- upon my acceptance into the Hong Kong Institute of Architectural Conservationists as a Member, I shall be bound by the Institute's Constitution, By-laws, and Professional Code of Conduct.
- I hereby **authorise** HKICON to disclose my name and membership details upon successful application onto the HKICON website.

Name: Chan Tai Man

Signature: (Signature)

Date: 01 April 2025

PART F PAYMENT PROOF OF APPLICATION FEE

(for Professional / Professional (Dispensation) / Associate Membership ONLY)

Please attach a copy of the payment bank-in slip / transfer record below for verification.

Payment Proof
(Scanning of bank-in slip / Screenshot of transfer record)