
INDIVIDUAL MEMBERSHIP APPLICATION GUIDE

Membership categories and eligibility requirements:

A. Professional Member

1. a graduate of a relevant postgraduate or undergraduate program in architectural conservation or preservation recognized by this Institute, and
2. acquired at least two years of full-time equivalent professional experience in architectural conservation recognized by the Council of this Institute.

Candidates who are unable to satisfy the above requirement may apply for Professional Membership through a dispensation route in accordance with the requirements set out by the Council (click and see "[Guidelines for Dispensation Route for Professional Membership](#)" for details)

B. Associate Member

1. a graduate of an academic programme in architectural conservation or preservation recognized by this Institute, or
2. with a full and active professional membership status from another related discipline, and
3. acquired professional experience in architectural conservation recognized by this Institute.

C. Student Member

1. a registered student currently enrolled in a full-time or part-time academic study programme in architectural conservation or preservation recognized by this Institute.

D. Retired Member

1. a Professional Member of this institute retired from active employment and in good standing with the Institute at the time of their application for this category of membership.

Additional Information

1. Cheques for fees shall be made payable to "The Hong Kong Institute of Architectural Conservationists".
2. Copies of the necessary original documents must be enclosed with the application form.
3. The completed and duly signed application form, together with the above enclosures, should be sent to the following address:

The President, The Hong Kong Institute of Architectural Conservationists
Unit 2202, 22/F Causeway Bay Plaza 1, 489 Hennessy Road, Causeway Bay,
Hong Kong

Enquiries Please contact us by e-mail at admin@hkicon.org.

Application and Subscription Fees with effective from 1 April 2020

(subject to change without further notice)

Membership	Application Fee	Annual Subscription Fee
Fellow	N/A	HK\$ 1,600
Professional Member	HK \$1,000	HK\$ 1,300
Associate Member	HK\$ 650	HK\$ 1,000
Retired Member	N/A	HK\$ 650
Student Member	N/A	HK\$ 200

SAMPLE

INDIVIDUAL MEMBERSHIP APPLICATION FORM

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

Applicant's Photo

PART A PERSONAL PARTICULARS

Title*: Dr. / Mr / Mrs / Ms

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

HKID / Passport No. A123456(7)

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

Existing HKICON membership: Type of membership: Associate; Membership No. (if applicable): A001
Year Attained: 2016

Correspondence address: Flat A 7/F Block A, BBB Estate, Pok Fu Lam, Hong Kong

Current position and employer: Assistant Project Manager of ABC Company Limited

Office address: (complete this only if it is different from your correspondence address)
Rm 1000 10/F AAA Building, Tsim Sha Tsui, Kowloon

Contact telephone No. : 9876 5432 / 2789 6543

Facsimile (if applicable): 3456 7890

E-mail address: taimanchan@email.com

* Delete as appropriate

Applicants who wish to apply for Professional Membership through Dispensation Route may refer individual "[Guidelines for the Dispensation Route for Professional Membership](#)" for details.

Retired Members shall be Professional Members retired from active employment and in good standing with the Institute at the time of their application

PART B ACADEMIC AND PROFESSIONAL PARTICULARS**Section 1 Academic and Professional Qualifications**

Tertiary academic qualifications **:

No.	Qualification and Subject	Academic Institution	Year Attained	Result / Grade
1	<i>BSc Surveying</i>	<i>HKU</i>	<i>2014</i>	<i>GPA 3.3</i>
2	<i>MSc Architectural Conservation</i>	<i>HKU</i>	<i>2016</i>	<i>GPA 3.3</i>

Membership in other professional body ** (if applicable):

No.	Awarding Professional Body	Membership Category	Year Acquired	Country/State
1	<i>RICS</i>	<i>Professional (No. 000000)</i>	<i>2019</i>	<i>HK</i>

- ** 1. All details must be supported by a copy of the original documents.
2. The Council reserve the right to request applicant to further submit details of relevant course syllabus, copies of transcript and other information deemed necessary to verify the information submitted by the applicant.

Section 2 Professional Competency ***

I. (For Associate Member applicant ONLY)

Applicant must cite at least one employment detail which demonstrates professional experience in or related to the field of architectural conservation.

1. Employment detail

Employing Organization:		
Job Title of Appointment:		
Job Description:		
Appointment Duration:	From (MM/YYYY):	To (MM/YYYY):
Total Appointment Period (months):		
Total architectural conservation experience accumulated under this employment (months)		

II. (For Professional Members applicant ONLY)

Applicant is required to explain in detail about the full-time/project-base employment history on individually-assigned role and work experience during their period of involvement. It is crucial for the applicant to demonstrate that they had attained relevant practical experience in architectural conservation. For details, please refer to the requirement as stipulated under the [HKICON By-law](#) and [Guidelines for the Dispensation Route For Professional Membership](#).

Applicant should list their employment details and list of projects in descending chronological order and is encouraged to supplement additional pages as necessary but with strict adherence to the format as shown below.

1. Employment details

Employing Organization:	ABC Company Limited	
Job Title of Appointment:	Assistant Project Manager	
Job Description:	Monitor restoration and maintenance projects with historic buildings.	
Appointment Duration:	From (MM/YYYY) : 01/09/2016	From (MM/YYYY) : 01/09/2016
Total Appointment Period (months):	44	
Total architectural conservation experience claimed under this employment (Refer to table(s) under this sub-section 2) (months):	25	



2. List of architectural conservation related portfolio (Please record each claiming project under one table)

Project Name	Restoration of St. Paul's Church	Project Period	02/10/2016-15/05/2017
Assigned Position and Duties	Position: Assistant Project Manager Brief of duties: Monitor the restoration projects of St. Paul's Church (Grade 1)		
Specified involvement on architectural conservation practice (list in descending chronological order and extend as necessary)	Involvement Period (months) Total: 7 months		
Submission of Condition Survey and method statement	1 month		
Monitoring of restoration works on site	6 months		

Project Name	Maintenance of the Western Market	Project Period	02/07/2017-19/07/2018
Assigned Position and Duties	Position: Assistant Project Manager Brief of duties: Monitor the restoration projects of Western Market (Declared Monument)		
Specified involvement on architectural conservation practice (list in descending chronological order and extend as necessary)	Involvement Period (months) Total: 12 months		
Submission of Condition Survey and Method Statement	1 month		
Monitoring of restoration works on site	11 months		

Project Name	Repair of Tin Hau Temple at Cha Kwo Ling	Project Period	15/04/2019-19/10/2019
Assigned Position and Duties	Position: Assistant Project Manager Brief of duties: Monitor the repair projects of Tin Hau Temple (Grade 3)		
Specified involvement on architectural conservation practice (list in descending chronological order and extend as necessary)	Involvement Period (months) Total: 6 months		
Submission of Condition Survey and Method Statement	1 month		
Monitoring of restoration works on site	5 months		

3. Corroboration from direct supervisor / employer

<p>I certify that the above stated engagement and the recorded architectural conservation related practice from <u>01/09/2016</u> to <u>20/05/2020</u> were conducted by the applicant under my employment / supervision.</p>		
<p>Company chop</p> 	<p>Signature</p> 	<p>Capacity of Signatory</p> <p>Project Manager</p>
<p>Employer Name</p> <p>ABC Company Limited</p>	<p>Name</p> <p>Peter Lam</p>	
<p>Date 24 May 2020</p>	<p>Membership of HKICON (if any) M5000</p>	


*** The Council reserves the right to request supplementary information from the applicants if the submitted information is deemed insufficient or unclear.

PART C 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: 

Date: 25 May 2020

PART D NOMINATIONS

Endorsement from three nominators who are either HKICON Fellows or Professional Members are required for professional and associate membership application. (Not applicable for the Retired and Student Membership classes.)

Name of applicant: Chan Tai Man

Membership applied for: Professional / Associate / Professional (Dispensation Route)
(Delete as appropriate)

1. First nominator

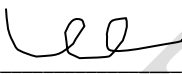
Title: ~~Prof / Dr / Mr / Mrs / Ms~~ (Delete as appropriate)

HKICON registered name: Lee Fai

HKICON membership: ~~Fellow~~ / Professional Member (Delete as appropriate)

HKICON membership number: M1111 Year registered: 2010

I wish to nominate the above applicant for the membership indicated

Signed: 

Date: 23 May 2020

2. Second nominator

Title: ~~Prof / Dr / Mr / Mrs / Ms~~ (Delete as appropriate)

HKICON registered name: Lam May

HKICON membership: ~~Fellow~~ / Professional Member (Delete as appropriate)

HKICON membership number: M1300 Year registered: 2011

I wish to nominate the above applicant for the membership indicated

Signed: 

Date: 23 May 2020

3. Third nominator


Title: ~~Prof / Dr / Mr / Mrs / Ms~~ (Delete as appropriate)

HKICON registered name: Wong Kin

HKICON membership: ~~Fellow~~ / Professional Member (Delete as appropriate)

HKICON membership number: M1400 Year registered: 2012

I wish to nominate the above applicant for the membership indicated

Signed: 

Date: 23 May 2020