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## APPLICATION FOR CERTIFICATION OF ENGINEERING BIM PROFESSIONAL (Eng BIM Pro)

### ■ IMPORTANT NOTES TO APPLICANTS ■

1. Please read carefully the “[HKIE Eng BIM Pro and Eng BIM Coord Certification Scheme](#)” PRIOR TO completing this application form.
2. This Application Form together with all necessary supporting documents must be submitted by mail to the External Qualifications Section of the Hong Kong Institution of Engineers or by email to [eg@hkie.org.hk](mailto:eg@hkie.org.hk). If you would like to submit the application by post, please affix **sufficient postage** and provide a **return address** on the envelope. Please state “Private and Confidential - Application for Certification of Eng BIM Pro” on the envelope or email subject. This application form must be submitted together with the documents listed in the Document Checklist of the Application Form. Original certificates or other important documents should **NOT** be sent to HKIE by mail.
3. Each BIM project experience is to be certified by a FHKIE or MHKIE in the employer organisation who has knowledge or understanding of the applicant's work.
4. You are required to send your application **with the required fees** by a crossed cheque made payable to “THE HONG KONG INSTITUTION OF ENGINEERS” or by completing the attached payment form for credit card payment.
5. The Secretariat may contact you via email or mobile phone. You are reminded to provide a valid email address and mobile phone number and check your email regularly. Subject to the completeness and quality of the submission, in general you may be notified about the application result in four to six months. You will be notified of the results by mail. **No telephone enquiry about the results will be allowed.**
6. The Hong Kong Institution of Engineers will publish and maintain a public accessible register of the Eng BIM Pro on the HKIE website.
7. FHKIE/ MHKIE who is currently a Construction Industry Council (CIC)-Certified BIM Manager (CCBM) applying for Eng BIM Pro are required to submit the completed application form together with all necessary supporting documents to the External Qualifications Section of the Hong Kong Institution of Engineers. Interview assessment is necessary unless the Assessors find the applicant has fully satisfied the competencies of an Eng BIM Pro.
8. Under the streamlined procedure for assessment of Eng BIM Pro as CCBM, the application form will be copied to CIC for assessment. You are not required to pay an additional fee to CIC and you are not required to undergo additional interviews by the CIC BIM Assessment Panel unless there are irregularities in the submissions. CIC will notify you directly upon approving you as a CCBM by the CIC BIM Certification and Accreditation Board (BIMCAB).



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For HKIE Secretariat Use ONLY	
Application No.:	PCCCBIM
Application received on:	
Thru. Q & M:	

## APPLICATION FOR CERTIFICATION OF ENGINEERING BIM PROFESSIONAL (Eng BIM Pro)

Please fill in all sections unless specifically exempted. Failure to do so will result in the application being delayed/ rejected.

### Section A: Application Type *(Please tick as appropriate)*

#### Engineering BIM Professional (Eng BIM Pro)

- ☐ I *WISH* to apply for the CCBM together with this application.
- ☐ I *DO NOT wish* to apply for the CCBM together with this application.
- ☐ I am currently a CCBM.

### Section B: Personal Details

<b>Title:</b> <input type="checkbox"/> Prof <input type="checkbox"/> Dr <input type="checkbox"/> Ir		<b>Gender:</b> <input type="checkbox"/> Female <input type="checkbox"/> Male		<b>HKIE Class of Membership</b>	<b>HKIE Membership No.</b>
<i>(Please indicate your name as shown on the H.K.I.D. Card or other identification documents)</i>					
<b>Family Name</b>			<b>Given Name</b>		
<b>Chinese Name <i>(if applicable)</i></b>			<b>H.K.I.D. Card / Identification Document No.</b>		
<b>Date of Birth (DD/MM/YYYY)</b>			<b>Email Address</b>		
<b>Correspondence Address</b>					
<b>(Home) Telephone No.</b>		<b>(Work) Telephone No.</b>		<b>Mobile No.</b>	
<b>Company Name</b>					
<b>Position</b>					

Section C1: BIM Training <i>(applies to applicants who are not currently a CCBM)</i>		
Course Provider	Course Title	Course completion date
Vocational Training Council	Certificate for Building Information Modelling Manager (EG424129Q)	

Section C2: BIM Training <i>(applies to applicants who are currently a CCBM)</i>					
From (MM/YY)	To (MM/YY)	Name of Course Provider	Course Name/ Awarded Title	Mode of study (Part-time, Full-time)	Duration (hours)

Section D: Employment History <i>(in reverse chronological order)</i>					
From (MM/YY)	To (MM/YY)	No. of months	Name of Organisation	Position	Scopes and Responsibilities
	<b>Total Months</b>				

Note: Applicants should count only once for experience in overlapping periods.

**Section E: Practical Experience in BIM (in reverse chronological order)**

Applicants should have no less than TWO YEARS of BIM working experience in the past five years (including at least six months in Hong Kong) in the execution and management of BIM projects, such as in the development of BIM standards, planning, design, contract administration etc., plus the execution of BIM projects, counting up to the application form submission date. Each BIM project experience is to be certified by a FHKIE/MHKIE in your employer organisation who has knowledge or understanding of the applicant's work.

1	<b>BIM Project Name</b>			
	<b>Name of organisation</b>			
	<b>Your Position in this project</b>			
	<b>Duration you worked on this project:</b>			
	From:	(dd/mm/yyyy) to	(dd/mm/yyyy)	<b>Total: ____mths ____days</b>
	<b>Duration you worked on this project in Hong Kong:</b>			
	From:	(dd/mm/yyyy) to	(dd/mm/yyyy)	<b>Total: ____mths ____days</b>
	<b>Mode of employment</b>	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time (Please tick as appropriate)		
	<b>No. of project team members</b> (including the applicant)			
	<b>Scope, responsibilities, and experience gained</b>			
<b>Certified by a FHKIE/ MHKIE in your employer organisation:</b>				
I confirm that (name of applicant: _____) had taken up the BIM projects written above. The descriptions of his/her practical experience in BIM presented above are true and correct.				
<b>Signature of FHKIE/MHKIE</b>		<b>Date</b>		
<b>Name of FHKIE/MHKIE</b>		<b>HKIE Membership no.</b>		
<b>Position &amp; Company</b>				

- Applicant should count only once for experience in overlapping periods.

**Section E: Practical Experience in BIM (Cont'd) (in reverse chronological order)**

Applicants should have no less than TWO YEARS of BIM working experience in the past five years (including at least six months in Hong Kong) in the execution and management of BIM projects, such as in the development of BIM standards, planning, design, contract administration etc., plus the execution of BIM projects, counting up to the application form submission date. Each BIM project experience is to be certified by a FHKIE/MHKIE in your employer organisation who has knowledge or understanding of the applicant's work.

2	<b>BIM Project Name</b>			
	<b>Name of organisation</b>			
	<b>Your Position in this project</b>			
	<b>Duration you worked on this project:</b>			
	From:	(dd/mm/yyyy) to	(dd/mm/yyyy)	<b>Total: ____mths ____days</b>
	<b>Duration you worked on this project in Hong Kong:</b>			
	From:	(dd/mm/yyyy) to	(dd/mm/yyyy)	<b>Total: ____mths ____days</b>
	<b>Mode of employment</b>	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time (Please tick as appropriate)		
	<b>No. of project team members</b> (including the applicant)			
	<b>Scope, responsibilities, and experience gained</b>			
<b>Certified by a FHKIE/ MHKIE in your employer organisation:</b>				
I confirm that (name of applicant: _____) had taken up the BIM projects written above. The descriptions of his/her practical experience in BIM presented above are true and correct.				
<b>Signature of FHKIE/MHKIE</b>		<b>Date</b>		
<b>Name of FHKIE/MHKIE</b>		<b>HKIE Membership no.</b>		
<b>Position &amp; Company</b>				

- Applicant should count only once for experience in overlapping periods.

**Section E: Practical Experience in BIM (Cont'd) (in reverse chronological order)**

Applicants should have no less than TWO YEARS of BIM working experience in the past five years (including at least six months in Hong Kong) in the execution and management of BIM projects, such as in the development of BIM standards, planning, design, contract administration etc., plus the execution of BIM projects, counting up to the application form submission date. Each BIM project experience is to be certified by a FHKIE/MHKIE in your employer organisation who has knowledge or understanding of the applicant's work.

3	<b>BIM Project Name</b>			
	<b>Name of organisation</b>			
	<b>Your Position in this project</b>			
	<b>Duration you worked on this project:</b>			
	From: (dd/mm/yyyy) to (dd/mm/yyyy)		Total: ____mths ____days	
	<b>Duration you worked on this project in Hong Kong:</b>			
	From: (dd/mm/yyyy) to (dd/mm/yyyy)		Total: ____mths ____days	
	<b>Mode of employment</b>	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time (Please tick as appropriate)		
	<b>No. of project team members</b> (including the applicant)			
	<b>Scope, responsibilities, and experience gained</b>			
<b>Certified by a FHKIE/ MHKIE in your employer organisation:</b>				
I confirm that (name of applicant: _____) had taken up the BIM projects written above. The descriptions of his/her practical experience in BIM presented above are true and correct.				
<b>Signature of FHKIE/MHKIE</b>		<b>Date</b>		
<b>Name of FHKIE/MHKIE</b>		<b>HKIE Membership no.</b>		
<b>Position &amp; Company</b>				

- Applicant should count only once for experience in overlapping periods.

**Section E: Practical Experience in BIM (Cont'd) (in reverse chronological order)**

Applicants should have no less than TWO YEARS of BIM working experience in the past five years (including at least six months in Hong Kong) in the execution and management of BIM projects, such as in the development of BIM standards, planning, design, contract administration etc., plus the execution of BIM projects, counting up to the application form submission date. Each BIM project experience is to be certified by a FHKIE/MHKIE in your employer organisation who has knowledge or understanding of the applicant's work.

4	<b>BIM Project Name</b>			
	<b>Name of organisation</b>			
	<b>Your Position in this project</b>			
	<b>Duration you worked on this project:</b>			
	From:	(dd/mm/yyyy) to	(dd/mm/yyyy)	<b>Total: ____mths ____days</b>
	<b>Duration you worked on this project in Hong Kong:</b>			
	From:	(dd/mm/yyyy) to	(dd/mm/yyyy)	<b>Total: ____mths ____days</b>
	<b>Mode of employment</b>	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time (Please tick as appropriate)		
	<b>No. of project team members</b> (including the applicant)			
	<b>Scope, responsibilities, and experience gained</b>			
<b>Certified by a FHKIE/ MHKIE in your employer organisation:</b>				
I confirm that (name of applicant: _____) had taken up the BIM projects written above. The descriptions of his/her practical experience in BIM presented above are true and correct.				
<b>Signature of FHKIE/MHKIE</b>		<b>Date</b>		
<b>Name of FHKIE/MHKIE</b>		<b>HKIE Membership no.</b>		
<b>Position &amp; Company</b>				

- Applicant should count only once for experience in overlapping periods.

**Section E: Practical Experience in BIM (Cont'd) (in reverse chronological order)**

Applicants should have no less than TWO YEARS of BIM working experience in the past five years (including at least six months in Hong Kong) in the execution and management of BIM projects, such as in the development of BIM standards, planning, design, contract administration etc., plus the execution of BIM projects, counting up to the application form submission date. Each BIM project experience is to be certified by a FHKIE/MHKIE in your employer organisation who has knowledge or understanding of the applicant's work.

5	<b>BIM Project Name</b>			
	<b>Name of organisation</b>			
	<b>Your Position in this project</b>			
	<b>Duration you worked on this project:</b>			
	From:	(dd/mm/yyyy) to	(dd/mm/yyyy)	<b>Total: ____mths ____days</b>
	<b>Duration you worked on this project in Hong Kong:</b>			
	From:	(dd/mm/yyyy) to	(dd/mm/yyyy)	<b>Total: ____mths ____days</b>
	<b>Mode of employment</b>	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time (Please tick as appropriate)		
	<b>No. of project team members (including the applicant)</b>			
	<b>Scope, responsibilities, and experience gained</b>			
<b>Certified by a FHKIE/ MHKIE in your employer organisation:</b>				
I confirm that (name of applicant: _____) had taken up the BIM projects written above. The descriptions of his/her practical experience in BIM presented above are true and correct.				
<b>Signature of FHKIE/MHKIE</b>		<b>Date</b>		
<b>Name of FHKIE/MHKIE</b>		<b>HKIE Membership no.</b>		
<b>Position &amp; Company</b>				

- Applicant should count only once for experience in overlapping periods.

**Section E: BIM Project Experience in the past five years (Cont'd)**

<b>Total BIM project duration involved</b>	____Months ____Days
<b>Total BIM project duration involved in Hong Kong</b>	____Months ____Days



## Section F: Competency Statement

*Applicants should write a competency statement between 1,500 and 2,500 words on all core competencies of Eng BIM Pro.*

<b>Core Competency 1</b>	<b>Possess the professional knowledge and expertise to serve as a BIM Team Leader in Engineering Practice, implementing BIM methodologies across various project stages.</b>
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Please describe below how you have achieved the core competency above, with specific examples from projects you have worked on:

<b>Core Competency 2</b>	<b>BIM Initiation:</b> <b>(i) Adeptness in initiating BIM application and spearheading the BIM process for projects and/or client organisations, comprehensively comprehending BIM concept definitions and scope, as well as BIM standards and guidelines within both the Hong Kong and global contexts; and</b> <b>(ii) Ability to describe BIM concept definitions and scope, BIM standards and guidelines in the Hong Kong and global contexts.</b>
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<b>Minimum achieved level</b>	<b>Level 2 = Knowledge and understanding of the subject and its application</b>
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Please describe below how you have achieved the minimum level of the core competency above, with specific examples from projects you have worked on:

Guiding questions for reference only:

- What BIM Concepts have you understood through project experience and/or learning? How did you appreciate the BIM Concepts in your projects? (e.g. Do you find the BIM Concepts useful in the projects?) Give reasons to support your answer.
- Which BIM Standards or Guidelines have you used for the projects you were involved in?

## Section F: Competency Statement (Cont'd)

*Applicants should write a competency statement between 1,500 and 2,500 words on all core competencies of Eng BIM Pro.*

<b>Core Competency 3</b>	<b>BIM Software and Technologies:</b> (i) Proficiency in consulting or deciding on the BIM information production method and procedures; and (ii) Ability to explain BIM software and the modelling process, and current and upcoming technologies.
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<b>Minimum achieved level</b>	<b>Level 2 = Knowledge and understanding of the subject and its application</b>
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Please describe below how you have achieved the core competency above, with specific examples from projects you have worked on:

Guiding questions for reference only:

- Which BIM software have you had experience in/used for the projects you were involved in? Which software was used for the BIM aspects in these projects? What were the reasons for choosing that software over others? How does the software and technology support the delivery of concepts?
- What are the current and upcoming trends in BIM technology? How do you keep yourself updated with the fast growing BIM technology?

<b>Core Competency 4</b>	<b>BIM Uses and Processes:</b> (i) Proficiency in advising or deciding on the BIM Uses and BIM software applications to manage and handle information production and delivery; and (ii) Ability to understand BIM uses and BIM software applications, and to design and manage the overall process of a BIM project.
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<b>Minimum achieved level</b>	<b>Level 4 = Ability to perform the subject without supervision and advise others</b>
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Please describe below how you have achieved the core competency above, with specific examples from projects you have worked on:

Guiding questions for reference only:

- Please state the BIM application/management experience of a project you have worked on in any of the following stages: Strategic/Pre-tender/Design/Construction/Handover/Operation & Maintenance Stage
  - What were the BIM processes you have worked out in those stages?
- Give examples of problems you have encountered, if any, in the processes. What steps have you taken to resolve the problems? What benefit did you provide to the process?

## Section F: Competency Statement (Cont'd)

*Applicants should write a competency statement between 1,500 and 2,500 words on all core competencies of Eng BIM Pro*

<b>Core Competency 5</b>	<b>Digital Information Management, Collaboration and Integration:</b> (i) Competency in planning and executing the establishment of a Common Data Environment (CDE) solution and workflow to achieve quality information delivery; and (ii) Ability to plan and execute the setting-up of a common data environment and data quality control system for effective use and sharing of digital information in a BIM project.
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<b>Minimum achieved level</b>	<b>Level 4 = Ability to perform the subject without supervision and advise others</b>
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Please describe below how you have achieved the core competency above, with specific examples from projects you have worked on:

Guiding questions for reference only:

- How did you manage the digital information of the project you have worked on? How did you establish the Common Data Environment, if any? What was the software platform used? Why did you choose this platform over others? How did you address interoperability issues?
- How did you collaborate/integrate among different parties in different phases of the projects?
- Give examples of problems you have encountered, if any, from your involvement in digital information management, collaboration and integration of the projects. What were the lessons learnt? What value did you bring to the project?

<b>Core Competency 6</b>	<b>Commercial and Contractual Aspects:</b> (i) Expertise in advising on the financial and commercial considerations of BIM, as well as BIM-related contractual matters; and (ii) Ability to describe commercial and financial issues of BIM as well as BIM-related contractual issues.
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<b>Minimum achieved level</b>	<b>Level 2 = Knowledge and understanding of the subject and its application</b>
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Please describe below how you have achieved the core competency above, with specific examples from projects you have worked on:

Guiding questions for reference only:

- What are the commercial benefits of adopting BIM in the projects and hence to an organisation? What are the constraints? How did you promote the use of BIM in the company/projects you have worked for/on? How will you promote the use of BIM in future? (Suggest stating the previous and future aspects separately.)
- What are the contractual risks of using BIM in a project? How would you overcome/reduce this risk? What was your involvement in terms of contractual matters in the projects you have worked on?

## Section F: Competency Statement (Cont'd)

*Applicants should write a competency statement between 1,500 and 2,500 words on all core competencies of Eng BIM Pro.*

### Core Competency 7

#### Communication Skills:

**Ability to apply effective interpersonal and communication skills in a variety of public and interpersonal settings, such as presentations, meetings, report/training material writing, etc.**

### Minimum achieved level

**Level 4 = Ability to perform the subject without supervision and advise others**

Please describe below how you have achieved the core competency above, with specific examples from projects you have worked on:

Guiding questions for reference only:

- Describe or provide proof of your involvement in any of the following:
  - Conference/seminar presentations
  - In-house presentations
  - Project coordination meetings
- Using the project coordination meeting as an example, how did you plan/conduct the meeting to demonstrate your effective interpersonal and communication skills?
- Describe or provide proof of your involvement in any of the following:
  - Formal report writing, e.g. technical proposal
  - Writing articles or speeches for senior management
  - Writing in-house training manual

## Section G: Document Checklist

**You are required to send the following documents in your application:**

- ☐ Completed and signed Application Form for Certification of Engineering BIM Professional (Eng BIM Pro) (FORM 1/EBP)
- ☐ Completion certificate of CIC-Accredited "Certificate for Building Information Modelling Manager" offered by the Vocational Training Council with content tailor-made for the HKIE members (applies to applicants who are not currently a CCBM)
- OR

Completion certificate of a CIC-Accredited BIM Manager Course AND the Certificate of CIC-Certified BIM Manager (CCBM) (applies to applicants who are currently CCBM)
- ☐ A portfolio of work examples that demonstrates the applicant has gained at least 2 years of practical experience in BIM over the past 5 years (with a minimum of 6 months stationed in Hong Kong).
- ☐ Curriculum vitae
- ☐ Completed payment form or a cheque for application fee of HK\$1,000

Section H: Declarations by Applicant	
1.	I declare that the content of this form and the information provided with this form is true and accurate.
2.	I undertake that, in the event of any change in the above particulars, I will make known the changes, within 30 days from the change take place, in writing to the HKIE Secretariat.
3.	<p>I <input type="checkbox"/> agree / <input type="checkbox"/> do not agree to publish my name, Discipline and type of certification on the register of Eng BIM Pro on HKIE website if my application is approved.</p> <p>I agree CIC to publish my name on the CIC-Certified BIM Managers (CCBM) Register on CIC website if my application is approved.</p> <p><b># Please tick as appropriate</b></p>
4.	I understand that the fee paid is non-refundable and non-transferable.
5.	<p>I understand Eng BIM Pro and CCBM are required to observe high standards of professional conduct and ethical behaviour.</p> <p>I consent to the HKIE/CIC making any necessary enquiries for the verification of the information given in this application. I authorise the HKIE/CIC to release any record or information to third parties to confirm my qualification and experience.</p> <p>I understand the HKIE/CIC has the right to reject my application if previously I have violated any code of conduct applicable to me, or have been guilty of misconduct or neglect in a professional respect, or have been convicted of an offence or other deeds that may bring the HKIE/CIC or the BIM profession into disrepute if I am certified under the HKIE BIM Certification Schemes and/or CIC BIM Certification and Accreditation Schemes.</p> <p>I <input type="checkbox"/> have / <input type="checkbox"/> have not been convicted of a criminal offence in Hong Kong or elsewhere of an offence and sentenced to imprisonment, whether suspended or not. ("Conviction" means a finding by the court of guilt and declare that I have not committed misconduct or neglect in a professional respect.</p> <p>I <input type="checkbox"/> have / <input type="checkbox"/> have not been investigated about offences involving bribery, fraud, dishonesty or malfeasance, or been adjudged by a court to be criminally or civilly liable for bribery, fraud, dishonesty or malfeasance.</p> <p>I <input type="checkbox"/> have / <input type="checkbox"/> have not been reprimanded, censured or disciplined by any professional or regulatory authority or disqualified from being registered or certified as a BIM personnel by the CIC or other BIM certification body.</p> <p>I <input type="checkbox"/> have / <input type="checkbox"/> have not had a record of non-compliance with any non-statutory codes, or been censured, disciplined or disqualified by the HKIE.</p> <p>I <input type="checkbox"/> have / <input type="checkbox"/> have not been refused or restricted from the right to carry on any profession for which a specific licence, registration or other authorisation is required by law.</p> <p>I <input type="checkbox"/> have / <input type="checkbox"/> have not been adjudged bankrupt, or served with a bankruptcy petition.</p> <p>I consent to declare any criminal convictions by me within 30 days to the HKIE/CIC.</p> <p><b># Please tick as appropriate</b></p>
6.	I acknowledge that HKIE/CIC has the right to withdraw the Eng BIM Pro/ CCBM granted if I do not meet the corresponding requirements. I understand and agree that HKIE/CIC may investigate the statements I have made with respect to this application, and that I may be subject to disciplinary actions for any misrepresentation (whether fraudulent or otherwise) in this application.
7.	If at any time HKIE/CIC discovers that I have failed to disclose any pertinent information in this form, or that I have provided false information, HKIE/CIC will have the right to terminate my application with immediate effect (with no further obligation to refund any subscription or other fees).

## Section H: Declarations by Applicant (Cont'd)

### 8. *(The following personal information collection statements are applicable to the applications for CCBM)*

- 1) From time to time, it is necessary for all applicants to supply CIC with data in connection with his/her certification by CIC or his/her application. Failure to supply such data may result in an inability of CIC to process the application for certification or maintain the certification.
- 2) Data relating to an applicant for BIM Manager certification will be mainly used for processing of certification applications for the BIM Certification and related matter.
- 3) Other purposes for which data relating to an applicant may be used, in addition to the purposes as stated in paragraph 2 above, are as follows:
  - (a) daily operation of CIC;
  - (b) maintenance of certification records;
  - (c) certification and related activities;
  - (d) verification of certification and discipline status by the public;
  - (e) training and continuing professional development activities;
  - (f) CIC publications (e.g. journal, yearbook, diary, Christmas cards, Chairman's Message, etc.) and delivery of such materials;
  - (g) delivery of other publications;
  - (h) activities and communications (including election materials) relating to CIC;
  - (i) meeting the requirements to make disclosure under any law binding on CIC;
  - (j) any actions in relation to disciplinary and related proceedings;
  - (k) all other incidental purposes relating to the promotional activities of CIC;
  - (l) announcement or publication of certification and discipline status (or any changes thereof) in any media (e.g. newspapers and other publications including CIC's journal, yearbook, diary, website, etc.); and
  - (m) determining and collecting amounts owed to or by an applicant.

- 4) CIC intends to use an applicant's data in direct marketing as follows and CIC requires the applicant's consent (which includes an indication of no objection) for such purpose:
  - (a) data that may be used by CIC for direct marketing is restricted to: name, address and other contact details.
  - (b) the following classes of services, products and subjects may be marketed:
    - (i) donations and contributions to CIC and activities organised or supported by CIC;
    - (ii) conferences, seminars, workshops, talks, events, trips, visits and social functions;
    - (iii) products and services offered by third parties which CIC considers to be of interest to CIC certification holders generally.

If an applicant does not wish CIC to use his/her data for use in direct marketing as described above, the applicant may exercise his/her opt-out right by notifying CIC (please refer to the last paragraph of this section).

- 5) Data held by CIC will be kept confidential but CIC may provide such data to:
  - (a) any agent, contractor or third party service provider who provides administrative, telecommunication, computer or other services to CIC in connection with the operation of CIC;
  - (b) any other person under a duty of confidentiality to CIC.

Such data may be transferred to a place outside Hong Kong.

- 6) In accordance with the terms of the Personal Data (Privacy) Ordinance (PDPO), any applicant for certification has the right to:
  - (a) check whether CIC holds data about him/her and access to such data;
  - (b) require CIC to correct any data relating to him/her which is inaccurate;
  - (c) to ascertain CIC's policies and practices in relation to data and be informed of the kind of personal data held by CIC.
- 7) In accordance with PDPO, data subjects have the right to request to be informed by a data user on whether the data user holds personal data of them and have the right to request to be supplied with a copy of such data. The data user can also impose a fee for such personal data access request with reference to PDPO.

**Section H: Declarations by Applicant (Cont'd)**

8) For access and correction of data, please address enquiries to:

Construction Digitalisation Department - Construction Industry Council  
38/F, COS Centre, 56 Tsun Yip Street  
Kwun Tong  
Kowloon  
Tel: 2100 9000  
Fax: 2100 9090  
E-mail: bimcas@cic.hk

☐# I confirm that I have read and understood the Policy of Personal Data Protection and consent to the terms set out therein. I also understand that CIC will use the information provided and personal data collected for administration and communication purposes. If my application is successful, my personal data will be retained and used by CIC for the purposes of CIC.

☐# I do not wish to receive any marketing communication / message from CIC in future. I understand that I will not receive any communication which falls within the scope of use of data in direct marketing as listed in paragraph 4 of this section.

**# Please tick as appropriate**

**Signature of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name of Applicant:**

For official use only					
	Date	Staff		Date	Staff
Form Received <sup>^</sup>			Acknowledgement of application form		
Fee Received			Pass to Finance		
Particulars verified			Additional information required		
Other information received			Assessors' declaration of conflict of interest		
Interviewed on			Result received		
PCC endorsement		-	Q&M approval		-
CIC to release result (if applicable)		-	HKIE to release result		
Remarks					
Certification No.					

<sup>^</sup> First vetting to be completed within one month of the date of receipt of the application.





香港銅鑼灣記利佐治街1號金百利9字樓  
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 電話Tel +852 2895 4446 傳真Fax +852 2577 7791  
 hkie-sec@hkie.org.hk www.hkie.org.hk

## PAYMENT FORM

Name : \_\_\_\_\_ Membership No: \_\_\_\_\_

Type of certification/ service applying for: \_\_\_\_\_

You are deemed to have read and understood the Payment Instructions before submitting this Payment Form.

DESCRIPTIONS	AMOUNTS (HK\$)
Application fee for	
(i) Certification of Eng BIM Pro (HK\$1,000)	(i)
(ii) Certification of Eng BIM Coord (HK\$500)	(ii)
(iii) Appeal (HK\$950)	(iii)
TOTAL AMOUNT TO PAY ➡	

### PAYMENT BY VISA OR MASTERCARD

☐ VISA ☐ MASTERCARD (Other kinds of credit cards are not accepted)

Card Number

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Card Expiry Date: \_\_\_\_\_ (mm/yy) (should be valid for the next six months)

Name of Cardholder: \_\_\_\_\_

Payment (in HK\$): \_\_\_\_\_

Cardholder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note: Payment by Credit Card is preferred.**

## PAYMENT INSTRUCTIONS

### How to Pay

1. Payment

By Visa or MasterCard

Please provide credit card details by completing the Payment Form.

### Enquiries

2. For enquiries regarding the Payment Form, please contact the External Qualifications Section at 2830 9098.