

**THE HONG KONG INSTITUTION OF ENGINEERS  
SCHEME “A” GRADUATE TRAINING /  
FORMAL TRAINING SCHEME TO ASSOCIATE MEMBERSHIP**

**FEE TABLE**

ITEM	DESCRIPTION	ASSOCIATED FORM	FEES (HKD)
[1]	Application for Company Assessment / Re-assessment	TD1	Nil
[2]	Checking of Academic Qualification for Meeting the Academic Requirement of Graduate Member	TD12P	\$100
[3]	Checking of Eligibility for Registration for Scheme “A” / AM Training in the Discipline		\$500
[4]	Trainee’s Registration – Application Fee#	TD2P	\$500
[5]	Trainee’s Registration – Registration Fee	N/A	\$4,500
[6]	Request for Exemption – Administrative Fee	TD3P	\$1,000
[7]	Training Logbook*	N/A	\$50
[8]	Record of Continuing Professional Development*	N/A	\$20
[9]	Record of Training Outcomes*	Order Form for Record of Training Outcomes	\$30
[10]	Late Collection of Training Completion Certificate	N/A	\$150
[11]	Replacement of Certificate (Training Completion Certificate and Engineering Supervisor Certificate)		\$300
[12]	Replacement of Company Certificate		\$300
[13]	Request for Verification		\$100
[14]	Certified True Copies of Documents Issued		\$200

Remarks:

- i. Payment by post should be made by cheque or credit card (visa or master) only. All cheques should be crossed and made payable to “The Hong Kong Institution of Engineers” and submitted together with the associated form (if applicable). E-cheques should be submitted to [train@hkie.org.hk](mailto:train@hkie.org.hk) with the scanned copy of the signed forms. Please ensure that there is sufficient fund in the designated bank account to be debited for at least six months from the issuing date of the cheque. Post-dated cheques will not be accepted.
  - ii. Separate cheques should be submitted for each TD3. While the application fee [4] is non-refundable and non-transferable, the administrative fee for TD3 will not be charged if the registration is incomplete.
  - iii. All relevant forms are available for download from HKIE website under Downloads – Formal Training Schemes ([https://www.hkie.org.hk/en/membership/download\\_training/](https://www.hkie.org.hk/en/membership/download_training/))
  - iv. Charge for late collection [10] is applicable for certificate collected 2 months after notification date. All certificates will be destroyed one year after issuing or two years after completion date, whichever is the earlier.
  - v. Services relating to [11], [13] & [14] are available for current HKIE members only.
  - vi. Verification requests must be submitted with written consent from the concerned member.
- \* Training logbooks for trainees are now available for download free-of-charge from the HKIE website: [https://hkie.org.hk/en/quali/training\\_logbooks](https://hkie.org.hk/en/quali/training_logbooks). Hardcopies are available for sale at the HKIE while stocks last.
- # Application Fee for AM Trainees is waived until 31 March 2024.

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