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APPLICATION FOR ELECTION OR TRANSFER TO THE CLASS OF FELLOW

Applicant to complete Sections A, B, and C.

Supporters to provide specimen initials in Section D and to initial those parts of Section C which are appropriate.

Complete in block letters or type

Section A

Personal details

(Please indicate your name as shown on the H.K.I.D. Card or other identification documents)

Surname	Ir/Prof/Dr/Mr/Mrs/Miss	Female/Male
Other Names	ID Card No	
Chinese Name (if applicable)		
Address for Communication		
	Tel No.	Mobile
Residential Address		
	Tel No.	E-mail
Company Name		
	Tel No.	Fax No.
Date of Birth	Age	Place of Birth

Section B

Obligation

- I, the undersigned, agree that, in the event of my **election or transfer** to Fellowship in The Hong Kong Institution of Engineers, I will be governed by the Constitution of the Institution, as it now is, or as it may hereafter be amended. I agree to comply with the Rules of Conduct and advance the Objects of the Institution. I shall pay all subscriptions, as set by the Council from time to time, provided that whenever I shall signify my wish to resign, in writing, to the Secretary I shall, after the payment of any arrears which may be outstanding, be free from this obligation.
- I **have / have not*** been convicted of a criminal offence* (*Please refer to the separate guideline attached to this application form*).
- Where I was previously a member of The Hong Kong Institution of Engineers, I confirm that no improper conduct (except that provided in Article 13(2) of the Constitution on non-payment of subscription) had been alleged against or committed by me while I was a member. I am also aware that any investigation or proceedings relating to any such improper conduct may be re-activated and/or continued against me by the Institution should I be re-admitted to membership. Accordingly I agree to provide to the Institution upon its request any particulars or information relating to any such improper conduct as it may require.
- I declare that the above statements on this form are true and correct.

Signature of applicant

Date

* **PLEASE DELETE AS APPROPRIATE**
FOR TRANSFER, PLEASE STATE YOUR PRESENT CLASS IN THE HKIE: _____

Section C (Continued)

From Mth/Yr	To Mth/Yr	Professional Experience (continued)	Verifying Initials of Supporters
		<input type="checkbox"/> Discipline (Please indicate below in which Discipline you consider you are primarily qualified for professional practice, e.g. Aircraft, Biomedical, Building, Building Services, Chemical, Civil, Control, Automation & Instrumentation, Electrical, Electronics, Energy, Environmental, Fire, Gas, Geotechnical, Information, Logistics & Transportation, Manufacturing, Industrial & Systems, Marine & Naval Architecture, Materials, Mechanical or Structural) Primary Discipline (one ONLY of the above) – <i>I declare that I am competent to practise in the above discipline.</i> Applicant's Signature _____	
Date Qualified/Membership No. (DD/MM/YY)	Contribution to the Institution, Professional Service, Papers Presented, etc.		
	<input type="checkbox"/> Professional qualifications (Photocopies* of documentary evidence must be produced and endorsed by at least one Supporter as a true copy).		

Organisational charts indicating in each position of responsibility (including the present position) the number of qualified engineers directly or indirectly under your supervision. Please give the charts and details on separate sheets to be attached to this form.

Verifying Initials (Supporter's) _____

Applicant's present post _____

Employer _____

I declare that the statements in Section C are correct.

Applicant's Signature _____

Date _____

Section D

Attestation by Supporters

We, the undersigned, support the Applicant from personal knowledge, as a person worthy of consideration for election to the class of Fellow and we endorse the correctness of those parts of Section C which we have identified by our initials. (See footnote)

Initials

Supporter 1

Full Name (in block letters)

FHKIE/MHKIE Membership No.

Signature

Initials

Supporter 2

Full Name (in block letters)

FHKIE/MHKIE Membership No.

Signature

Initials

Supporter 3

Full Name (in block letters)

FHKIE/MHKIE Membership No.

Signature

Initials

Supporter 4

Full Name (in block letters)

FHKIE/MHKIE Membership No.

Signature

N. B. Applicant for election to Fellowship MUST be supported by four Corporate members of the HKIE, two of whom must be Fellows and two of the four, must be in the same discipline as the applicant.

According to the **Agreement on Reciprocal Membership Promotion** between the HKIE and ASME, members of ASME residing outside Hong Kong will receive a 50% discount off the annual subscription fee of the HKIE members as "Affiliates" or as "non-resident" members admitted through the HKIE's system.

I declare that I am a member of ASME residing outside Hong Kong. (Membership No. _____)

Applicant's Signature _____

FOR HKIE SECRETARIAT USE ONLY

Appen. Recd	_____	Q & M Deen	_____	Applicant Adv.	_____
Pres. Class	_____	App. by Council	_____	Ent. or T. fee	\$ _____
Class App. for	_____	Discipline/s	_____	Subn.	\$ _____
Thru. Q & M	_____	Division/s	_____	Pd/M'ship from	_____

Guideline for Completion of Paragraph 2 under Section B, Obligation

Applicant's attention is drawn to the following section (2) (1) of the Rehabilitation of Offenders Ordinance, Cap 297:

Section (2) (1) of the Rehabilitation of Offenders Cap 297 reads *"Where an individual has been convicted in Hong Kong (before or after the commencement of this Ordinance) of an offence in respect of which he was not sentenced to imprisonment exceeding 3 months or to a fine exceeding \$10,000;.....and a period of 3 years has elapsed without that individual being again convicted in Hong Kong of an offence, then that conviction, or any failure to disclose it shall not be a lawful or proper ground for dismissing or excluding that individual from any office, profession, occupation or employment or for prejudicing him in any way in that office, profession, occupation or employment."*

In other words, Applicant is considered not to have been convicted of an offence if the sentence is for imprisonment of 3 months or less (whether suspended or not), or a fine for \$10,000 or less and in addition, a period of 3 years from the date of such conviction has elapsed without having been committed for another conviction.

APPLICATIONS FOR FELLOWSHIP

Please read the instructions carefully and comply with all requirements. For detailed requirements, refer to M2 “Routes to Fellowship”.

Instructions

- The application form should preferably be typed. Fill in all sections, unless specifically exempted.
- Attach an up-to-date copy of your C.V. giving details of the value of work for which you have been responsible during the last ten years.
- Attach organisational charts indicating in each position of responsibility (including the present position) the number of qualified engineers directly or indirectly under your supervision.
- Provide ‘Certified True Copies’ of all relevant documents, unless they have previously been submitted. Endorsement by at least one Corporate Member of the HKIE (who may be the supporters) on photocopies of the documents shall be sufficient. Please reduce all copies to A4 size.
- Attach details of Continuing Professional Development.
- Applications which have not been properly completed will be returned for clarification.
- We will acknowledge receipt of your application and give you an application number. This number should be quoted in all correspondence with the Institution.
- The result of your application will be notified within 3-4 months.
- If you have any queries please contact the Membership Department at Tel No. 2895 4446.
- For applications via the Reciprocal Recognition Agreement (RRA) Route, please refer to the document Professional Qualifications for Corporate Membership – Exemption from Professional Assessment (M14343) which is available for download on our website at www.hkie.org.hk.

THE HONG KONG INSTITUTION OF ENGINEERS MEMBERSHIP SUBSCRIPTIONS AND FEES

APPLICATION FEE (Non-refundable and non-transferable)

Election to the membership class of Fellow/ Member (by professional assessment or by recognition)/ Associate Member/ Companion/ Additional Discipline by recognition	HK\$ 550
Election to the membership class of Affiliate	HK\$ 270
Transfer to the membership class of Fellow/ Member (by professional assessment or by recognition)/ Associate Member	HK\$ 550

ASSESSMENT FEE (Non-refundable and non-transferable)

The Council shall determine the assessment fees (if any) to be paid. The current scale of assessment fees is as follows:

Professional assessment fee (for Membership)	HK\$ 2,200
Professional assessment fee (for Additional Discipline)	HK\$ 1,500
Assessment fee (for Associate Membership)	HK\$ 1,100
Individual assessment on academic qualification [□]	HK\$ 1,000

[□] Individual assessment on academic qualification is an assessment for an applicant who has academic qualifications other than those directly accepted by the Institution. Details can be referred to Section 2 in the Membership Booklet M3.

ENTRANCE FEE *

In order to secure admission, new members on election shall pay an entrance fee, the amount of which shall be determined from time to time by the Council. The current scale of entrance fee is as follows:

Fellow	HK\$ 1,900
Member	HK\$ 1,500
Graduate Member	HK\$ 730
Associate Member	HK\$ 730
Companion	HK\$ 1,320
Student Member (age of 25 and above)	HK\$ 600
Student Member (age of 24 and below)	HK\$ 150
Affiliate	HK\$ 690

TRANSFER FEE *

In order to secure admission to a higher class of membership, members on election shall pay a transfer fee which shall be the difference between the (current) entrance fee of their previous class of membership and the (current) entrance fee of their new class of membership.

ANNUAL SUBSCRIPTION *

A member of the Institution, other than an Honorary Fellow, shall pay an annual subscription, due at the commencement of the financial year, in respect of each year in accordance with the scale of subscriptions from time to time decided by the Council.

Fellow	HK\$ 2,900
Member	HK\$ 2,050
Graduate Member	HK\$ 690
Associate Member	HK\$ 690
Companion	HK\$ 1,650
Student Member (age of 25 and above)	HK\$ 690
Student Member (age of 24 and below)	HK\$ 200
Affiliate	HK\$ 860

New member

New members shall pay their subscription for the year of their election immediately upon election in order to secure admission, provided that any member elected between the first day of November and the thirty-first day of January in any year shall pay one half only of the annual subscription to secure his membership for the remainder of the year of his election and any member elected between the first day of February and the thirty-first day of March in any one year shall pay the full subscription for the following year but shall not be due to make further payment until the end of the following year.

* To facilitate processing of application and secure admission in cases of election, applicants are required to pay the application fee, assessment fee, entrance or transfer fee and subscription at the time of making their applications. The subscription payment, entrance or transfer fee will only be taken when application for election or transfer has been successful.

Member elected to higher class of membership

Members elected to higher class of membership shall pay the difference between the annual subscription for their previous class of membership and the annual subscription for the class to which they have been elected immediately upon election in order to secure transfer, provided that any member elected between the first day of November and the thirty-first day of January in any year shall pay one half only of the difference between the annual subscriptions for the remainder of the year of his election, and any member elected between the first day of February and the thirty-first day of March in any one year shall pay the full difference between the respective relevant annual subscriptions but shall not be due to make further payment until the end of the following year.

ENTRANCE FEE AND SUBSCRIPTION REDUCTIONS

Member retiring from the practice of the profession/ business

Any member who has retired from the practice of his profession or business, and is not in full time employment, may apply to the Council to pay a reduced annual subscription, dependent on the length of his continuous membership, as detailed below. Any member who has retired may continue to pay his full membership fees for sufficient period to earn the reduction he desires.

Continuous membership of 25 years and over	90% remission
Continuous membership of at least 20 years but not more than 25 years	60% remission
Continuous membership of at least 15 years but not more than 20 years	30% remission

Non-Resident Members

This is applicable to new members/ members who, by self-declaration, stay in Hong Kong for a period or a number of periods amounting to less than 183 days during the financial year to which it relates.

Entrance Fee New members on election to any class of membership, other than Honorary Fellow or Student Members, whose place of residence is outside Hong Kong, shall enjoy a reduced entrance fee.

Subscription Every member of any class other than Honorary Fellow or Student Member, whose place of residence is abroad and who wishes to maintain contact with the Institution through the receipt of the Institution's Journal and Annual Report, may pay a reduced annual subscription known as the "non-resident subscription" which shall be determined by the Council from time to time in respect of each complete financial year of such residence abroad. Non-resident subscription will be effective from the year following notification of intention to leave Hong Kong.

	Entrance Fee	Subscription
Fellow	HK\$ 950	HK\$ 1,450
Member	HK\$ 750	HK\$ 1,025
Graduate Member	HK\$ 365	HK\$ 345
Associate Member	HK\$ 365	HK\$ 345
Companion	HK\$ 660	HK\$ 825
Affiliate	HK\$ 345	HK\$ 430

Member with 50 years of membership

A member of any class, other than Honorary Fellow, with 50 years membership with the Institution is eligible for annual subscription exemption.

Special offer for Student membership

Student taking an accredited/ recognised engineering Degree/ Associate Degree/ Higher Diploma/ Higher Certificate course can enjoy three years' Student membership by paying a single fee of HK\$300. Student Members who transfer to other membership grades or renewing their membership in the fourth year are required to pay the normal annual subscription.

LATE PAYMENT

If any member shall leave his annual subscription in arrear for six months from the commencement of the financial year, and shall fail to pay such arrear within three months after a written application has been sent to him at his last known address, his name shall be struck off the Roll pursuant to a resolution by the Council in that behalf at any time afterwards, and he shall thereupon cease to be a member.

PAYMENT FOR REINSTATEMENT OF MEMBERSHIP

Members can apply for reinstatement of membership if they have ceased to be a member of the Institution in seven years or less (for Corporate Members and Associate Members) / three years or less (for members of other classes). The current payment scale for reinstatement of membership other than for non-resident members, is a reinstatement fee of HK\$400 (for administration purpose), plus all arrears in subscription. The arrears in subscription shall be subject to a maximum of three years' subscriptions prior to the application for reinstatement of membership.

Non-resident members who apply for the reinstatement of membership as non-resident members shall only be required to pay a reinstatement fee of HK\$400; all arrears in subscription shall be waived. Other requirements for reinstatement of membership shall remain unchanged.

For enquires, please contact the Membership Section at Tel No. 2895 4446.

POLICY ON MEMBERSHIP FILES AND REINSTATEMENT

POLICY ON MEMBERSHIP FILES

All files of Corporate Members and Associate Members who have been removed from the membership roll (due to resignation or striking off by Council resolution) will only be kept for seven years. All files of all other grades of members who have been removed from the membership roll (due to resignation or striking off by Council resolution) will only be kept for three years.

ANNUAL SUBSCRIPTION OF SUSPENDED MEMBERS

Any member whose membership is suspended shall be liable to pay the subscription for the whole of the financial year in which his suspension commences.

Upon expiry of the suspension period, if the member concerned would like to continue his membership, he shall pay all outstanding subscription.

Any member under suspension is not required to pay the subscription for the intervening years when suspension is in force.

POLICY ON REINSTATEMENT

Corporate Members and Associate Members who have been removed from the membership roll (due to resignation or striking off by Council resolution) for more than seven years will be required to submit fresh applications should they wish to re-join the Institution. All other grades of members who have been removed from the membership roll (due to resignation or striking off by Council resolution) for more than three years will be required to submit fresh applications should they wish to re-join the Institution.

TABLE 1 (Membership Fees)**For Election – for applicant who wishes to join the Institution for the first time**

Class of Membership	(non-refundable and non-transferable)		(to be taken upon successful election or transfer)		Total (HK\$)
	Application Fee	Professional Assessment Fee	Entrance Fee	Subscription Fee	
Fellow	550	-	1,900	2,900	5,350
Member by Professional Assessment	550	2,200	1,500	2,050	6,300
Member by Recognition	550	-	1,500	2,050	4,100
Additional Discipline by Professional Assessment	-	1,500	-	-	1,500
Additional Discipline by Recognition	550	-	-	-	550
Companion	550	-	1,320	1,650	3,520
Associate	550	1,100	730	690	3,070
Graduate	-	-	730	690	1,420
Student (25 and over)#	-	-	600	690	1,290
Student (24 and under)#	-	-	150	200	350
Affiliate	270	-	690	860	1,820

Applicants whose place of residence are abroad may pay a non-resident subscription for the entrance and subscription fees which are 50% of the original fees by making a self-declaration that they intend to stay in Hong Kong for a period or a number of periods amounting to less than 183 days during the financial year to which it relates. However, this provision is not applicable to Student Member. Please refer to schedule on the subscriptions and fees.

A student is eligible to become a Student Member under the Free Student Membership Scheme insofar as he/she remains as a student studying an accredited engineering programme. The Institution would assume that the period of study of an accredited programme would normally not be more than 4 years and Student Members are required to update their status of study in future for the purpose of enjoying this scheme. Student Members who transfer to other membership grades are required to pay the normal annual subscription.

For Transfer – for existing member who wishes to transfer to other class of membership

Transfer To	From	(non-refundable and non-transferable)		(to be taken upon successful election or transfer)		Total (HK\$)
		Application Fee	Professional Assessment Fee	Transfer Fee	Subscription Fee	
Fellow	Member	550	-	400	850	1,800
Member by Professional Assessment	Associate	550	2,200	770	1,360	4,880
	Graduate	550	2,200	770	1,360	4,880
	Student	550	2,200	900	1,360	5,010
	Affiliate	550	2,200	810	1,190	4,750
Member by Recognition	Associate	550	-	770	1,360	2,680
	Graduate	550	-	770	1,360	2,680
	Student	550	-	900	1,360	2,810
	Affiliate	550	-	810	1,190	2,550
Associate	Student (25 and over)	550	1,100	130	0	1,780
	Student (24 and under)	550	1,100	580	490	2,720
	Graduate	550	1,100	0	0	1,650
Graduate	Student (25 and over)	-	-	130	0	130
	Student (24 and under)	-	-	580	490	1,070

**Membership Status to Non-resident
Declaration Form**

(To be completed by relevant applicants)

To: Membership Section

Fax: (852)2882 8402

I am in process of applying to become a member of the HKIE. I would like my membership status to be non-resident if elected and confirm that I intend to stay in Hong Kong for a period or a number of periods amounting to less than 183 days in a year and shall continue to maintain this status until further notice.

Name _____ Application No _____

Date _____ Signature _____

Note: If you are a Registered Professional Engineer and would like your data in the database of the Engineers Registration Board (ERB) to be updated, please provide your authorization by putting a tick (✓) in the box below:

Yes, I request my data in the database of the ERB to be updated according to the information on this form.

PAYMENT FORM

Name :

Class of Membership applying for:

Discipline (if applicable):

Date:

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

DESCRIPTIONS	AMOUNTS (HK\$)
(1) Membership Fees (see Table 1)	
(1.1) Application Fee	(1.1)
(1.2) Professional Assessment Fee	(1.2)
(1.3) Entrance/Transfer Fee	(1.3)
(1.4) Subscription Fee	(1.4)
(2) Subscription for HKIE Transactions (see Note 2.1)	(2)
(3) Fund for Learned Society Activities' Premises (see Note 2.2)	(3)
(4) Benevolent Fund (see Note 2.3)	(4)
(5) Individual Assessment for Academic Qualification (see Note 2.4)	(5)
<i>Please refer to the notes stated overleaf</i>	
TOTAL AMOUNT TO PAY (1) ~ (5) →	

Please indicate the cheques no. if payment is made by cheques: _____

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

Card Number

--	--	--	--

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

Name of Cardholder: _____

Payment (in HKD): _____

Cardholder's Signature: _____ Date: _____

Note: Payment by Credit Card is preferred.

PAYMENT INSTRUCTIONS

Notes

- Members are reminded that all articles of the Constitution must be observed, especially the following:-

Article 11 Membership of Disciplines

Subject to Rules for Disciplines determined by the Council, all registerable Corporate Members and Associate Members of the Institution shall become members of the Discipline in which they are, at the time of election, deemed competent to practise.

Article 12 Conduct of members

- To facilitate the advancement of the science of engineering by preserving the respect in which the community holds persons who are engaged in the practice of engineering, every member shall at all times so order his conduct as to uphold the dignity and reputation of the Institution, and act with fairness and integrity towards all persons with whom his work is connected and towards other members.
 - Every Corporate Members shall at all times so order his conduct as to uphold the dignity and reputation of his profession and to safeguard the public interest in matters of safety and health and otherwise. He shall exercise his professional skill and judgement to the best of his ability and discharge his professional responsibilities with integrity.
 - For the purpose of ensuring the fulfilment of the requirements of clauses (1) and (2) of this Article, but without prejudice to their generality, the Council may make, vary and rescind rules to be observed by members of any class with regard to their conduct. No such rule, variation or rescission shall be in any way repugnant to the Ordinance or this Constitution.
- Please fill in the amount of your payments for item (1) to (5) in the "**Amounts**" column of the Payment Form. Details of the payments are itemised below:

- Subscription for HKIE Transactions – The HKIE Transactions is a technical publication of the Institution with four issues per year at HK\$120. Subscription of the Transactions is at your own discretion.
 - Fund for Learned Society Activities' Premises - voluntary donation for acquisition of additional premises for learned society activities.
 - Benevolent Fund - voluntary charitable donation
 - Individual Assessment on academic qualification is an assessment for candidates who have qualifications other than those directly accepted by the Institution. Individual Assessment fee is currently charged at HK\$1,000.
- Please fill in the "**Total Amount to Pay**" by adding up the amounts for item (1) to (5) and send the **original** Payment Form along with the application form.

How to Pay

- Payment
 - By Visa or Master Card
Please provide credit card details by completing the lower part of the Payment Form. Please return the original copy to the HKIE.
 - Cheques
Cheques should be crossed and made payable to "The Hong Kong Institution of Engineers". Please mark your membership number on the back of the cheque, where applicable.
 - Non-resident members
For Non-resident members payment by bank draft or cheque issued by a bank in Hong Kong is preferred. However, payment by any Visa or Master card is also acceptable.

Enquiries

- For enquiries regarding Payment Form, please contact the Membership Section at 2895 4446.

The Hong Kong Institution of Engineers (HKIE)

Notice Relating to the Personal Data (Privacy) Ordinance (the “Ordinance”)

1. The Ordinance serves to protect the privacy of living individuals in relation to personal data. Any personal data collected and recorded, whether on computer or manually, in relation to a member or an applicant for membership of the HKIE or other individuals will be subject to regulation by the Ordinance.
2. From time to time, it is necessary for all members or applicants for membership to supply the HKIE with data in connection with his membership with HKIE or his application therefor. Failure to supply such data may result in an inability of the HKIE to maintain the membership or process the application for membership.
3. The purposes for which data relating to applicants for membership may be used are as follows:-
 - (a) processing of membership applications; and
 - (b) registration in training scheme(s) and related matter.
4. The purposes for which data relating to members may be used in addition to the purposes as stated in paragraph 3 above are as follows:-
 - (a) daily operation of the HKIE;
 - (b) maintenance of membership records;
 - (c) accreditation and related activities;
 - (d) verification of membership and discipline status by the public;
 - (e) training and continuing professional development activities;
 - (f) publication of the HKIE (e.g. journal, yearbook, diary, Christmas cards, President’s Message) and delivery of such materials;
 - (g) the delivery of other publications;
 - (h) activities relating to learned society;
 - (i) activities relating to Divisions and Committees of the HKIE;
 - (j) activities and communications (including election materials) relating to annual general meetings and other meetings of the HKIE;
 - (k) communications from representatives of the Engineering Functional Constituency of the Legislative Council;
 - (l) meeting the requirements to make disclosure under any law binding on the HKIE;
 - (m) any actions in relation to disciplinary and related proceedings;
 - (n) all other incidental purposes relating to the qualifying and learned society functions of the HKIE;
 - (o) announcement or publication of membership and discipline status (or any changes thereof) in any media e.g. newspapers and other publications including HKIE’s journal, yearbook, diary, website etc.;
 - (p) determining and collecting amounts owed to or by members;
 - (q) purposes relating thereto.
5. Use of Data in Direct Marketing

The HKIE intends to use a member’s data in direct marketing as follows and the HKIE requires the member’s consent (which includes an indication of no objection) for such purpose:-

- (a) the data that may be used by the HKIE for direct marketing is: name, address and other contact details.

- (b) the following classes of services, products and subjects may be marketed:-
- (i) donation and contribution to the HKIE and activities organized or supported by the HKIE (including its Divisions and Committees);
 - (ii) conferences, seminars, workshops, talks, events, trips and social functions;
 - (iii) products and services offered by third parties which the HKIE considers to be of interest to members generally.

If a member does not wish the HKIE to use his data for use in direct marketing as described above, the member may exercise his opt-out right by notifying the HKIE.

6. Data held by the HKIE will be kept confidential but the HKIE may provide such data to:-
- (a) any agent, contractor or third party service provider who provides administrative, telecommunication, computer or other services to the HKIE in connection with the operation of the HKIE;
 - (b) any other institutions with Reciprocal Recognition Agreements (Note¹);
 - (c) the Engineers Registration Board for the purpose of applications or renewals of Registered Professional Engineers status under the Engineers Registration Ordinance;
 - (d) any other person under a duty of confidentiality to the HKIE.

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

7. In accordance with the terms of the Ordinance, any member or applicant for membership has the right to:-
- (a) check whether the HKIE holds data about him and access to such data;
 - (b) require the HKIE to correct any data relating to him which is inaccurate;
 - (c) to ascertain the HKIE's policies and practices in relation to data and be informed of the kind of personal data held by the HKIE.
8. In accordance with the terms of the Ordinance, the HKIE has the right to charge a reasonable fee for the processing of any data access request.
9. For access and correction of data, please address to:

The Personal Data Privacy Officer
The Hong Kong Institution of Engineers
9/F Island Beverley
No.1 Great George Street
Causeway Bay
Hong Kong

The Hong Kong Institution of Engineers
October 2013

Note ¹ Reciprocal Recognition Agreements are agreements entered by the HKIE with other institutions on the reciprocal recognition of corresponding membership. Please ask for an update list of institutions who have Reciprocal Recognition Agreements with the HKIE from the Secretariat.
(amended July 2014)

You may, at any time and without charge, choose not to receive any of our future marketing communications. If you choose not to receive any marketing communication from the Hong Kong Institution of Engineers, please fill out and return the form below to us by post or by fax at 28828402 or by email at member@hkie.org.hk.

To: The Personal Data Privacy Officer
The Hong Kong Institution of Engineers
9/F, Island Beverley
No.1 Great George Street
Causeway Bay
Hong Kong

I do not wish to receive any marketing communication/message from you in future. I understand that I will not receive any communication which falls within the scope of paragraph 5.

Name : _____

Membership No. : _____

Date : _____

Note: If you wish to receive marketing communication/message from the HKIE in future, please let us know in writing by addressing to our Personal Data Privacy Officer