website: [w](http://www.hkip.org.hk*)[ww.hkip](http://www.hkip.org.hk*)[.org.hk](http://www.hkip.org.hk*) email: info@hkip.org.hk

Unit No. 201, 2/F Prosperity Millennia Plaza, 663 King’s Road, North Point, Hong Kong

#### APPLICATION FOR ELEC

## Application for Election to MEMBERSHIP

*Please refer to the* ***GUIDANCE NOTES FOR APPLICATIONS*** *published on the HKIP website in completing this form*

**SECTION A - DECLARATION**

|  |
| --- |
| I, Mr/Mrs/Ms/Miss/Dr/Prof ………...………………...………………...………………...………………...……… |
| *(Full Name in BLOCK LETTERS, surname to be underlined)* |
| Name in Chinese: | Date of Birth: | H.K. Identity Card No: |

|  |
| --- |
| of. |
| *(Full postal address which will be used in the list of Members and for all correspondence in the event of election.)* |

|  |  |  |
| --- | --- | --- |
| Tel. No.: | Fax No.: | E-mail: |

desire to be elected as a Member of the Hong Kong Institute of Planners.

I am ordinarily a resident of Hong Kong. I promise that if I am elected I will abide by and observe the provisions of the Constitution and Bye-laws of the Institute, that I will pay the subscriptions prescribed for the class to which I am elected and that I will promote the objects of the Institute as far as may be in my power.

I declare that all the particulars given in this application are true and correct to the best of my knowledge and belief.

Signature: ……………………………………………………… Date: …………………………………….……

**SECTION B - SPONSORS**

We the undersigned, being Members / Fellows of the H.K. Institute of Planners, hereby support the application of the candidate, Mr/Mrs/Ms/Miss/Dr/Prof.…………...……………………………………………………….............. to be elected to the class of Member of the Hong Kong Institute of Planners.

We certify that we have personally known this candidate for …………………. years and ………………….. years

respectively, are satisfied that he / she is suitable for election to the class of Member of the Hong Kong Institute of Planners.

|  |  |  |
| --- | --- | --- |
|  | ***Proposer*** | ***Supporter*** |
| *Signature* |  |  |
| *Name (Capitals)* |  |  |
| *HKIP Member / Fellow No.* |  |  |
| *Date* |  |  |

|  |
| --- |
| **For HKIP USE ONLY** |
| Application Received by ………….……..…. Date ………….… Membership Board meeting on …………...….. Application Acknowledged by ………..……. Date …………… Certificates Seen by ………..…. Date ……..…. Qualifying Examination requirement checked by ……………………………………………..Date …………….. Date of Election …………………………………………… Member Number …………………………………... |

**SECTION C - STUDENTSHIP OF THE HONG KONG INSTITUTE OF PLANNERS**

Date of Election: ………………………...…………………HKIP Student No.: …………………………………

**SECTION D - EDUCATION**

Give details of your education which should include tertiary education and the planning course or course with planning content (for special entry applicants only) attended.

Year of Award Diploma / Degree (title) Duration (FT/PT) Awarding Institution

……………………. ………………………………….. ………………………. ………………………..

……………………. ………………………………….. ………………………. ………………………..

……………………. ………………………………….. ………………………. ………………………..

Address of the institution from which planning diploma / degree was awarded:

Address of the institution from which diploma/degree with planning content was awarded (special entry applicants only):

**SECTION E - HKIP QUALIFYING EXAMINATION**

Qualifying Examination Examination Passed (month / year)

Part I: Planning Theory and Techniques ……………………………………………………………

Part II: Planning Law and Practice in Hong Kong ……………………………………………………………

*Applicants who have obtained planning degrees recognised by the Royal Town Planning Institute (RTPI), Planning Institute of Australia (PIA) (Urban & Regional Planning Chapter only), New Zealand Planning Institute (NZPI), the Canadian Institute of Planners (CIP), and the American Institute of Certified Planners (AICP) are exempt from Part I only of the Qualifying Examination.*

*Applicants who have obtained the Master of Science in Urban Planning from the Hong Kong University are exempt from both Part I and Part II of the Qualifying Examinations.*

**SECTION F - PROFESSIONAL PLANNING EXAMINATION**

Give details of the planning examination passed which is necessary for election for membership of a professional planning institute.

Year of Award Examination Passed (month / year) Planning Institute

………………….. ……………………………………….. ……………………………………………..

………………….. ……………………………………….. ……………………………………………...

Address of the planning institute:

**SECTION G - PROFESSIONAL PLANNING QUALIFICATION**

Give details of the professional planning qualification obtained.

Year of Award Qualification Awarding Institute

………………….. ……………………………………….. …………………………………………….. ………………….. ……………………………………….. ……………………………………………...

Address of the awarding institute:

**SECTION H - OTHER PROFESSIONAL QUALIFICATION**

Give details of the professional qualification obtained.

Year of Award Qualification Awarding Institute

………………….. ……………………………………….. …………………………………………….. ………………….. ……………………………………….. ……………………………………………...

Address of the awarding institute:

***Note: Copy of the following documents shall be attached with this application form:***

* ***the relevant certificate and/or diploma; and***
* ***transcript for the necessary academic or professional qualification (documents which are not in English or Chinese must be accompanied by a translation in English).***

**SECTION I - BRIEF SUMMARY OF WORKING EXPERIENCE**

Please give **in** **chronological order** particulars of positions held in and outside Hong Kong, employing authorities or firms indicating relevant Departments and / or Sections of the organisations concerned, giving dates (month and year); brief summary of the level of your responsibility and type of work undertaken in each post. **This information should not be given in such detail as is required in Form HP2A.**

| Chronological Summary of Work Experience | Period(e.g. Nov 2020 – Mar 2021 (5 months)) |
| --- | --- |
|  |  |

**SECTION J - SUMMARY OF CONTINUING PROFESSIONAL DEVELOPMENT (CPD)**

Note: It aims to provide additional information for the Membership Board to learn more about planning knowledge and exposure of the applicant to various continuing professional development activities. The CPD period should cover a 12 months period prior to membership application. For details of the CPD policy of the Institute, please refer to the HKIP website.

|  |  |  |
| --- | --- | --- |
| CPD Activities(the nature of the activities) | Date and Venue | Hours Involved |
|  |  |  |
| **A. Education and Training (minimum of 5 hours)** **(For example, conference, seminar, distance learning courses, courses, supervised research, publication of technical papers)** |
|  |  |  |
|  | Sub-total: |  |
|  |  |

|  |  |  |
| --- | --- | --- |
| CPD Activities(the nature of the activities) | Date and Venue | Hours Involved |
|  |  |  |
| **B. Professional Activities (minimum of 5 hours)** **(For example, technical tour, technical workshop, giving presentations outside work, public forums, related committee work)** |
|  |  |  |
|  | Sub-total: |  |
|  |  |

|  |  |  |
| --- | --- | --- |
| CPD Activities(the nature of the activities) | Date and Venue | Hours Involved |
|  |  |  |
| **C. Personal Development (minimum of 5 hours and maximum of 12 hours)** **(For example, structured reading, self guided research, activities in non-planning fields but contributing to skills which would enhance professional development)** |
|  |  |  |
|  | Sub-total: |  |
|  |  |
|  | **Grand Total:** |  |
|  |  |

**Checklist of Documents**

* Have you enclosed the following?
	+ One set of the original Application Form (Form HP1A) and Statement of Experience (Form HP2A)
	+ Six copies of the same forms
	+ Seven copies of the relevant documents (e.g. *the relevant certificate/diploma AND transcript for the necessary academic or professional qualification)*

***\* Please ensure all the application forms and documents are double-sided printing.***

* Have you sent the following?
	+ Soft copy of full set of Application Form (Form HP1A), Statement of Experience (Form HP2A) and all relevant documents to info@hkip.org.hk and membership@hkip.org.hk

A submission with insufficient and/or incomplete documents and late submission would not be taken as submitted and would not be considered by the Membership Board.



The Hong Kong Institute of Planners

**Notes to Applicant, Proposer, Supporter**

**and Corroborator**

**To Applicant**

Applicant should ensure that all particulars (including information on practical work experience) provided in the Application Form (Form HP1A) and Statement of Experience (Form HP2A) are true and accurate to his/her best knowledge and belief.

**To Proposer / Supporter**

A Proposer and Supporter must be someone who can attest to Applicant’s work and experience. He/she should only sign completed Application Form (Form HP1A) to accompany with the Statement of Experience (Form HP2A) certified by Applicant’s Corroborators.

**To Corroborator**

A Corroborator does not need to be a member of the HKIP.  He/she **should have co-worked with and preferably have directly supervised the Applicant**.Before initialing the Form, he/she should ensure that the relevant parts of the description of the practical experience as shown in Statement of Experience (Form HP2A) for certification is a true reflection of the practical experience of the Applicant.

**Please note that false declarations may lead to disciplinary and/or legal action.**