



# Housing Managers Registration Board

## 房屋經理註冊管理局

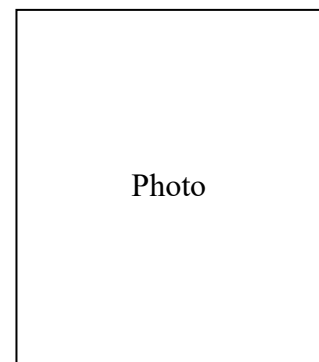
Established under the authority of the Housing  
Managers Registration Ordinance 1999  
根據房屋經理註冊條例 1999 成立

### APPLICATION FOR REGISTRATION AS A “REGISTERED PROFESSIONAL HOUSING MANAGER”

Please read carefully and complete in BLOCK LETTERS or TYPE.

#### 1. PERSONAL INFORMATION

For completion by ALL applicants



Name in English (surname first) \_\_\_\_\_

Name in Chinese (surname first) \_\_\_\_\_

Date of Birth \_\_\_\_\_ Sex \_\_\_\_\_

HKID/Passport Number \_\_\_\_\_ Nationality \_\_\_\_\_

Home Address \_\_\_\_\_ Tel No. \_\_\_\_\_

\_\_\_\_\_ E-mail \_\_\_\_\_

Company Name \_\_\_\_\_ Web Site \_\_\_\_\_

Office Address \_\_\_\_\_

Position \_\_\_\_\_ Tel No. \_\_\_\_\_

Mobile No. \_\_\_\_\_ Fax No. \_\_\_\_\_ E-mail \_\_\_\_\_

Preferred Address for Correspondence  Home \_\_\_\_\_  Office \_\_\_\_\_

#### 2. HKIH MEMBERSHIP

Present category of membership (Member/Fellow) \_\_\_\_\_ Date Elected (mm/yy) \_\_\_\_\_

**3. FOR PROFESSIONAL MEMBERSHIPS OTHER THAN HKIH**

**(a) ACADEMIC QUALIFICATIONS**

<u>From – To (mm/yy)</u>	<u>Award and Date Obtained</u>	<u>University &amp; Country</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**(b) PROFESSIONAL QUALIFICATIONS**

<u>Name of Institute</u>	<u>Designation (e.g. CIHCM)</u>	<u>Membership No.</u>	<u>Date Elected (mm/yy)</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

All RPHMs will be required to complete 20 units of CPD on registration renewal.

**4. EMPLOYMENT DETAILS**

Employment in housing management profession since \_\_\_\_\_

Employment gained within the past five years in chronological order

<u>From – To</u> (mm/yy)	<u>Position</u>	<u>Company Name &amp; Address</u>	<u>Major Duties</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**5. ABSENCE FROM HONG KONG**

If you have been absent from Hong Kong during the past two years please give details. In case of no absence mark N/A. (Details of periods of absence not exceeding three continuous months need not be stated).

<u>From (mm/yy)</u>	<u>To (mm/yy)</u>	<u>Reason for Absence</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**6. CONFIRMATION OF EMPLOYMENT BY PRESENT EMPLOYER (See Notes Below)**

I hereby confirm that the applicant is employed by us with details of his/her employment as follows.

Name of Applicant	
Name of Organisation / Company	
Full Address of Employer	
Position	
Duration of Employment	
Particulars of Applicant's Employment 1. No. of Staff under Supervision 2. Responsibility and Duties	

Signature and Company Chop

Name : \_\_\_\_\_

Title : \_\_\_\_\_

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

**Notes**

This Form shall be signed by the Principal Partner or Director in the company where the applicant is employed. When the applicant is employed in the public sector or by a large undertaking he / she can ask the Head (or his authorized deputy) of the department or section in which the applicant is engaged to sign.

The Applicant undertakes to inform and update the Housing Managers Registration Board on any change including change in his/her employment within 28 days of such change.

**7. DECLARATION AND UNDERTAKING**

- (i) I declare that I am competent to practise housing management.
- (ii) I declare that I am ordinarily and currently a resident in Hong Kong.
- (iii) I declare that I have had over one year's relevant professional experience in Hong Kong immediately before the date of this application for registration.

- (iv) I declare that I have not been convicted in Hong Kong or elsewhere of any offence which may bring the profession into disrepute and I further declare that I have not committed misconduct or neglect in a professional respect.
- (v) I undertake that in the event of a change in any of the above particulars I will make known the changes within 28 days of their having occurred in writing to the Housing Managers Registration Board.
- (vi) I declare that the information given in this application is true.

I acknowledge that the Board reserves the right to require applicants to sit for an examination and/or to attend a professional interview for which an appropriate fee may be charged.

My consent is hereby given to the Housing Managers Registration Board that the personal data on the application form can be used for the purposes of processing the application and maintaining a register of registered professional housing managers under the Housing Managers Registration Ordinance. I understand that the register will be made available to any person for inspection pursuant to Section 11(2) of the Housing Managers Registration Ordinance. I hereby authorize the Housing Managers Registration Board to approach other professional bodies for verification of data collected and I expressly agree that relevant professional bodies (including but not limited to The Hong Kong Institute of Housing, Chartered Institute of Housing Asian Pacific Branch) may give the Housing Managers Registration Board access to my personal data they possess, so that the Housing Managers Registration Board can use such data for the purpose of processing this application.

## **8. FEES**

Enclosed herewith my cheque (tick where applicable)

- \$500 (Annual Fee)  \$800 (Registration Fee)
- \$1,000 (Administration Fee - To be paid by CIH members)
- \$1,500 (Administration Fee - To be paid by non-HKIH / CIH Chartered Members requiring submission of written papers – Fees include cost for screening of assessment papers)

This form must be accompanied by the appropriate fees on submission.

Please make cheques payable to the “Housing Managers Registration Board”.

Renewals of registration will be charged at the prevalent rate: currently HK\$500 per annum.

## **NOTES FOR NON-HKIH MEMBERS**

This form must be accompanied by documentation to prove the applicant’s current membership of a recognized housing management body or other institution on the basis of membership of which this application for registration is made.

A non-refundable administration fee of HK\$1,000 / HK\$1,500 is chargeable to all CIH Chartered Members & non-HKIH/CIH member applicants.

## **HOUSING MANAGERS REGISTRATION ORDINANCE 1999**

The Housing Managers Registration Ordinance 1999 provides for the registration of professional housing managers, the disciplinary control of the professional activities of registered professional housing managers and for related matters.

The Housing Managers Registration Board shall not register a person as a registered professional housing manager unless -

- (a) he -
  - (i) is a member of The Hong Kong Institute of Housing; or
  - (ii) is a member of a housing management body the membership of which is accepted by the Board as being of a standard not less than that of a member of the Institute; or
  - (iii) has passed such examination in housing management and other subjects and has received such training and experience as the Board may accept, either generally or in a particular case, as a qualification of a standard not less than that of a member of the Institute; and
- (b) he satisfies the Board that he has had not less than 1 year's relevant professional experience in Hong Kong immediately before the date of his application for registration; and
- (c) he is ordinarily resident in Hong Kong; and
- (d) he is not the subject of an inquiry committee or a disciplinary order under Part IV which precludes him from being registered under this Ordinance; and
- (e) he satisfies the Board by declaration in writing that he is competent to practise housing management; and
- (f) he is a fit and proper person to be registered.

Registration is valid for one year and is renewable annually. A registration fee and annual fee is charged on every application and a Certificate of Registration or Renewal of Registration will be issued.

The Ordinance makes provision for both removal of names from the Register and for disciplinary proceedings against any registered professional housing manager who commits a disciplinary offence. In the latter event, an inquiry committee may be established by the Board.

A person on the Register is entitled to describe himself as a "Registered Professional Housing Manager" and to use the initials "R.P.H.M."

## Personal Data Collection - Policy Statement

### The Board's Policy

The Board is committed to safeguarding your privacy by implementing the Data Protection Principles of the Personal Data (Privacy) Ordinance.

### Purpose and Use of the Data

The personal data provided by means of this form will be used by the Housing Managers Registration Board for the following purposes:

1. For processing registration application; and
2. For fulfilling the statutory requirement of keeping an up-to-date register.

### Supply of Personal Data

All applicants have to provide the most up-to-date personal data to the Board for processing his/her application for registration. The personal data is provided by the applicant on a voluntary basis. The Board will be unable to process your registration should default in providing such information occur.

### Disclosure

The Board will keep all data collected confidential. However such data may be disclosed or transferred to officers, employees, agents, advisers and/or consultants of the Board who shall all be bound by the same confidentiality obligation of the Board.

### Access to and Correction of Personal Data

You may request access to your own personal data collected by the Board and to correct such data. You have the statutory duty to notify the Registrar of any change in particulars within 28 days. No fee will be charged by the Board for such amendment.

Name of applicant \_\_\_\_\_ HKID/Passport No. \_\_\_\_\_

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

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For HMRB Secretariat Use Only

Appcn Recd: \_\_\_\_\_ Checked by Registrar: \_\_\_\_\_ Approved by RC: \_\_\_\_\_

RB Decn \_\_\_\_\_ Fee Recd : \_\_\_\_\_ Regn From \_\_\_\_\_