



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

Photo

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 & Country</u> |
|--------------------------|--------------------------------|---------------------------------|
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(b) PROFESSIONAL QUALIFICATIONS

| <u>Name of Institute</u> | <u>Designation (e.g. MCIH)</u> | <u>Membership No.</u> | <u>Date Elected (mm/yy)</u> |
|--------------------------|--------------------------------|-----------------------|-----------------------------|
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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 & Address</u> | <u>Major Duties</u> |
|-----------------------------|-----------------|-----------------------------------|---------------------|
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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> |
|---------------------|-------------------|---------------------------|
|---------------------|-------------------|---------------------------|

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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.

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|--|--|
| 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)

- ☐ \$400 (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 members – 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\$400 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 & 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 _____

For HMRB Secretariat Use Only

Appcn Recd: _____ Checked by Registrar: _____ Approved by RC: _____

RB Decn _____ Fee Recd : _____ Regn From _____