



## Membership Application Form 會籍申請表格

To: Hon. Secretary 致義務秘書

Type of membership applied for 擬申請會籍:-

Full 會員  Associate 附屬會員

Register applied for 擬申請列入登記註冊類別:-

Residential 住宅  
 Commercial 商業  
 Industrial 工業  
 All three registers 全部三類

### FOR ASSOCIATION USE ONLY 協會專用

Application No.: \_\_\_\_\_

Approved/Disapproved: \_\_\_\_\_

Membership Number: \_\_\_\_\_

Date of Membership: \_\_\_\_\_

### GENERAL INFORMATION 一般資料

Name of Company 公司名稱 (in English 英文) \_\_\_\_\_

(in Chinese 中文) \_\_\_\_\_

Limited Company 有限公司  Partnership 合夥  Sole Proprietorship 獨資

Office Address 辦事處地址 \_\_\_\_\_

Nature of Business 業務性質 \_\_\_\_\_

Telephone 電話 \_\_\_\_\_ Fax 傳真 \_\_\_\_\_

Email 電郵 \_\_\_\_\_ Website 網站 \_\_\_\_\_

Business Registration Certificate Number 商業登記號碼 \_\_\_\_\_ Date 日期 \_\_\_\_\_

Business Commencement Date 業務開始日期 \_\_\_\_\_

Certificate of Incorporation Number 公司證書號碼 \_\_\_\_\_ Date of issue 簽發日期 \_\_\_\_\_

Number of years in managing properties in Hong Kong 在香港物業管理年資 \_\_\_\_\_

- Note: 1) Please attach Organization Chart and brochure of the Company, some recent reference letters from the Incorporated Owners/Owners Committee of the Buildings under your Company's management 請附公司組織架構表、公司簡介、公司管理之大廈業主立法團/業主委員會近期發出的推薦信
- 2) If limited company, please attach copies of (a) the Memorandum and Articles of Association, (b) Current Business Registration Certificate, (c) Certificate of Incorporation, (d) Company's 2 years' Audited Reports 如屬有限公司, 請附(a) 公司組織章程大綱及細則、(b) 有效商業登記證書、(c) 公司證書及(d) 公司2年之審計報告之副本

### STAFF DETAILS 僱員資料

Number of Directors or Partners 董事或合夥人數目 \_\_\_\_\_

Number and Job Title of Senior Staff 高級職員數目及職銜 \_\_\_\_\_

Number of Head Office Staff 總部職員數目 \_\_\_\_\_

Number of Managed Estates/Buildings 管理屋苑/大廈數目 \_\_\_\_\_ Number of Direct Staff on Estates/Buildings 駐屋苑/大廈職員數目 \_\_\_\_\_

Number of Staff with related professional qualifications i.e. CIH, HKIH, RPHM, RICS (Housing Management & Development/Facilities Management), HKIS (General Practice/Property & Facility Management), RPS (General Practice/Property & Facility Management). 持有有關物業管理專業資格之職員數目: 英國特許房屋經理學會亞太分會、香港房屋經理學會、註冊專業房屋經理、英國皇家特許測量師學會(住宅管理與發展/設施管理)、香港測量師學會(產業測量/物業設施管理)、註冊專業測量師(產業測量/物業設施管理)

**CURRENT BUSINESS PORTFOLIO 現時業務情況**

**Residential 住宅**

<u>Location 位置</u> (Full Address)	<u>No. of Blocks</u> 樓宇座數	<u>No. of Units</u> 單位數目	<u>Size of Units</u> 單位面積 (sq.ft.)	<u>Age of Blocks</u> 樓 齡 (mm/yy)	<u>How Long Managed</u> 管理年期 (mm/yy)

Total 合計: \_\_\_\_\_  
= = = = =

**Commercial (including office building, shopping centres, etc.)**

商業 (包括寫字樓、商場等)

<u>Location 位置</u> (Full Address)	<u>Type of Building</u> 樓宇類別	<u>GFA</u> 總樓宇面積 (sq.ft. 平方呎)	<u>Age of Building</u> 樓 齡 (mm/yy)	<u>How Long Managed</u> 管理年期 (mm/yy)

Total 合計: \_\_\_\_\_  
= = = = =

**Industrial 工業**

<u>Location 位置</u> (Full Address)	<u>Type of Building</u> 樓宇類別	<u>GFA</u> 總樓宇面積 (sq.ft. 平方呎)	<u>Age of Building</u> 樓 齡 (mm/yy)	<u>How Long Managed</u> 管理年期 (mm/yy)

Total 合計: \_\_\_\_\_  
= = = = =

**Others (e.g. car parks, markets)**

其他（例如停車場、街市）

Location 位置 (Full Address)	Type of Building 樓宇類別	GFA 總樓宇面積 (sq.ft. 平方呎)	Age of Building 樓齡 (mm/yy)	How Long Managed 管理年期 (mm/yy)

Total 合計:      \_\_\_\_\_  
                                  = = = = =

**DETAILS OF DIRECTORS/PARTNERS/PROPRIETOR/CHIEF EXECUTIVE 董事/合夥人/東主/總裁資料**

Name of Director Partner/Proprietor/ Chief Executive 董事/合夥人/東主/總裁姓名	HKID Number 香港身份證號碼	*Professional Qualification 專業資格	No. of years Experience in managing Property 物業管理年資	Details of Management Experience over last 5 years (Use separate sheet) 過往五年管理經驗 (請另紙書寫)

\* Explain meaning of letters here 註釋:-

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NOTES TO APPLICANTS RELATING TO THE COLLECTION OF PERSONAL DATA 有關個人資料收集致申請人之通知**

The information provided by applicants will be used for purposes relating to the vetting of the application and the administration of the Association.  
Applicants have the right of access to and correction of their personal data. Inquiries/Amendment to the personal data should be addressed to the Hon. Secretary of the Association. 2008-2010 Telford House, 16 Wang Hoi Road, Kowloon Bay, Kowloon, Hong Kong.

申請人所提供之資料將用作本會批核有關申請及一般行政運作之用。申請人有權查閱或改正其個人資料。有關查詢或改正個人資料，請致函本會義務秘書 (香港九龍灣宏開道16號德福大廈2008-2010室)

## Employees' Compensation Policy 僱員保險

Name of Insurance Company 保險公司名稱 \_\_\_\_\_

Address 地址 \_\_\_\_\_

No. of Employees Insured 受保僱員數目 \_\_\_\_\_

Banker(s) 銀行 \_\_\_\_\_

Solicitor(s) 律師 \_\_\_\_\_

Accountant(s) 會計師 \_\_\_\_\_

Auditor(s) 核數師 \_\_\_\_\_

### APPLICATION PROPOSED & SECONDED BY 會籍申請動議及和議之會員

(Any application for admission to the Association should be proposed by a Full Member and seconded by another Full Member 所有協會會籍的申請須由會員動議及由另一會員和議)

Proposed by (動議) \_\_\_\_\_ Seconded by (和議) \_\_\_\_\_  
Company Name, Chop and Signature of Full Member Company Name, Chop and Signature of Full Member  
會員名稱、蓋章及簽署 會員名稱、蓋章及簽署

### DECLARATION 聲明

We hereby declare that the above information is correct. We understand that if we deliberately give any false statement, we shall be disqualified from membership of the Association. If elected we agreed to abide by the Association's Code of Conduct and endeavour to work towards the improvement of the standards of management of buildings in Hong Kong. By signing below, we also authorize the Association to get reference check from the Incorporated Owners/Owners Committee of the buildings as listed in my application form.

本人謹此聲明，上述資料均屬確實無訛。本人明白如蓄意提供虛假資料將被協會取消會員資格。如被接納為會員，本人同意遵守協會之章程及致力提高香港物業管理水平。本人茲簽署及授權協會向本申請書內所列大廈業主立案法團/業主委員會作出諮詢。

Date 日期 \_\_\_\_\_ Signature 簽署 \_\_\_\_\_

Company Name and Chop 公司名稱及蓋章 \_\_\_\_\_ Name in Block Letters 姓名 (請用正楷) \_\_\_\_\_

Position 職位 \_\_\_\_\_

Contact Telephone No. 聯絡電話 \_\_\_\_\_

Please return this Membership Application Form to the Association's Hon. Secretary. The fees are as follows and payment of the relevant fees shall be made within seven days after being admitted to membership of the Association 請將此會籍申請表格交回協會義務秘書。費用詳列如下及有關費用必須於會籍被接納後的七天內繳付：-

- (1) (i) Admission Fee as a Full Member @HK\$2,500.00 (會員入會費@港幣2,500.00元正)  
(ii) Admission Fee as an Associate Member @HK\$2,500.00 (附屬會員入會費@港幣2,500.00元正)

- (2) Annual Subscription (in advance) 年費(上期繳交)

Subscriptions are due 1st January in each year. In year of admission only, subscription payable shall be:-  
年費在每年一月一日到期繳付。如入會首年年費為：

(i) Full Member HK\$13,320 x  $\frac{\text{no. of months unexpired}}{12}$  (會員 港幣13,320元正 x  $\frac{\text{該年餘下月份}}{12}$ )

(ii) Associate Member HK\$6,660 x  $\frac{\text{no. of months unexpired}}{12}$  (附屬會員 港幣 6,660元正 x  $\frac{\text{該年餘下月份}}{12}$ )

- (3) Fee for Entry on Register 刊列登記冊費用

- (i) Residential @HK\$2,220.00 per annum (住宅 每年港幣2,220.00元正)  
(ii) Commercial @HK\$2,220.00 per annum (商業 每年港幣2,220.00元正)  
(iii) Industrial @HK\$2,220.00 per annum (工業 每年港幣2,220.00元正)  
(iv) All registers @HK\$6,660.00 per annum (全部 每年港幣6,660.00元正)