

## Membership Application Form

For Office Use Only

App. No. **A**

### Grade of Membership applied for :

- ☐ Member  
☐ Licentiate

(Photo)

### Discipline :

- ☐ Building                                      ☐ Civil  
☐ Building Service                              ☐ Repair, Maintenance, Alteration & Addition  
☐ Plumbing & Drainage                              ☐ Health & Safety  
☐ Environmental                                      ☐ Welding Inspection  
☐ Engineering: Geotechnical / Materials / Mechanical / Structural\*  
☐ Others (please specify): \_\_\_\_\_

\*(Please tick more than one box or delete if applicable)

### Application for :

- ☐ Intermediate Written Examination                                      ☐ Mature Entrant Professional Examination  
☐ Final Part I Written Examination                                      ☐ Mature Entrant Written Examination  
☐ Final Part II Written Examination                                      ☐ Licentiate Interview  
☐ Final Part III Professional Practice Examination                                      ☐ ICWCI Interview  
☐ Re-sit Application for Final Part III

1.	Full Name of Applicant (Surname first in BLOCK LETTERS)		
2.	Chinese Name		
3.	I.D./Passport No.		
4.	Address		
5.	Mobile No. / Office No.		
6.	Residence No.		
7.	Fax No. / E-mail Address		
8.	Date of Birth		
9.	Nationality		
10.	Name and address of present employer		

Secretariat Office: Room 1409, 14/F., King's Commercial Building, 2-4 Chatham Court, TST, Kowloon  
 Tel: 2815 7030      Fax: 2575 1261      Web Site: [www.hkicw.org](http://www.hkicw.org)      Email: [admin@hkicw.org](mailto:admin@hkicw.org)

11. Details of past employments in chronological order  
(Please use separate sheet if necessary)

Period	Name and address of Employer	Position / Duties	Copy	O/S

12. Summary of Academic Qualifications:  
(Please use separate sheet if necessary)

Courses Duration	Degree/Diploma/Certificate	University/College	Copy	O/S

13. Summary of CPD undertaken in last 12 months:  
(Please use separate sheet if necessary)

Date	Activity	Organizer	CPD (hrs)	CUM. (hrs)

14. Number of years employed as Clerks of Works : \_\_\_\_\_

15. State current grade of HKICW held and date of entry : \_\_\_\_\_ / \_\_\_\_\_

16. I hereby certify that the particulars given herein are true and correct and that I accept the decision made by the Board of Examination.

Signature of Applicant : \_\_\_\_\_ Date : \_\_\_\_\_

17. Signature of Proposer : \_\_\_\_\_ Signature of Seconder : \_\_\_\_\_

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

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

*\*Please state your membership no. and grade (FHKICW/MHKICW) in block letters.*

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Recommended grade : \_\_\_\_\_

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

Approved by : \_\_\_\_\_

**Result :**

Member No.: \_\_\_\_\_

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

**Note :** Please enclose copies of your employment proofs, academic certificates, your respective fee, (refer to Fee Schedule) and two self-addressed return envelopes together with this application form for the processing of your membership application.

**1. “Declaration by Applicant” statement shall be made and shall be signed by the applicants as follows:**

To : The Hong Kong Institute of Clerks of Works

I hereby declare that I have not, in Hong Kong or elsewhere, been expelled, suspended or fined, or been refused membership by any professional body; and that I have not been refused, suspended or cancelled, a licence, certificate or other permission to deal with construction or construction related works.

I further declare that I have not been convicted of any offence, other than a traffic offence, in Hong Kong or elsewhere; and I have not been the subject of a charge or indictment alleging any offence nor enjoined by order, judgement or decree of any court or regulatory body or Government agency, in Hong Kong or elsewhere, from acting in any capacity or engaging in any activity; and I have not been the subject of any disciplinary action, by any regulatory body or Government agency, in Hong Kong or elsewhere

I hereby declare that, to the best of my knowledge and belief, the information and documents submitted hereto in support of this application are true and correct. I also undertake to notify The Hong Kong Institute of Clerks of Works immediately in writing of any changes hereafter, in the information given.

Signature: \_\_\_\_\_

Full name of Applicant: \_\_\_\_\_

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

2. “Checklist for Application” statement shall be made and shall be signed by the applicants as follows:

Please tick ☒

- (i) Personal Data ☐
- (ii) Academic & Professional qualifications / Training, including:
  - a) Certificated copies of academic and / or professional qualification certificates ☐
  - b) CPD Record of not less than 25 CPD hours in the recent one year ☐
- (iii) Employment Details (including employment letters, current name card, etc.) ☐
- (iv) Nominations (Signatures of Proposer and Seconder) ☐
- (v) Declaration (signed by the Applicant) ☐
- (vi) **Four** cheques, **one** for Assessment Fee (only for first time application), **one** for Examination Fee, **one** for Entrance Fee and **one** for Subscription Fee should be made payable to “The Hong Kong Institute of Clerks of Works” ☐

***Please do not date the cheques. Thanks.***

		Cheque No.
1. Assessment Fee:	HK\$ 300.00 ( <i>Only for the first time application</i> )	
2. Examination Fee :	HK\$ 1,600.00 ( <i>Final Part III including PPE and IOM</i> )	
	HK\$ 800.00 ( <i>Final Part III – Resit either for PPE or IOM</i> )	
	HK\$ 800.00 ( <i>Licentiate Interview</i> )	
3. Entrance Fee :	HK\$ 500.00 ( <i>for all grades</i> )	
4. Subscription Fee :	HK\$ 1,000.00 ( <i>Member</i> )	
	HK\$ 800.00 ( <i>Licentiate Member</i> )	
5. Others:	HK\$ ( <i>refer to Fee Schedule</i> )	

I confirm that the above documents are submitted together with the Application Form.

Signature: \_\_\_\_\_

Full name of Applicant: \_\_\_\_\_

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

## Fee Schedule – w.e.f. 15<sup>th</sup> April 2025

**A. Assessment Fee (non-refundable):**

All grades ( <i>Only for the first time application</i> )	HK\$ 300
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**B. Examination Fee:**

	Full Paper	Half or Part of Full Paper
Intermediate Written Examination	HK\$ 800	HK\$ 500
Final Part I Written Examination	HK\$ 800	HK\$ 500
Final Part II Written Examination	HK\$ 1,200	HK\$ 800
Mature Entrants Written Examination & Professional Practice Examination (Final Part III Oral Interview)	HK\$ 2,400	HK\$ 1,200
Licentiate Interview	HK\$ 800	N/A
Professional Practice Examination (Final Part III Oral Interview)	HK\$ 1,600	HK\$ 800

**C. Entrance Fee :**

For all grades	HK\$ 500
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**C. Membership Subscription Fee :**

Member	HK\$ 1,000
Licentiate Member	HK\$ 800