



- APPLICATION FORM - MEMBERSHIP UPGRADE

FOR OFFICE USE ONLY	
Application Ref:	
Membership No:	
Membership Class:	
Approved By:	
Processed By:	

IMPORTANT: Please read the "Instructions of application for individual membership" (in P.5) before you fill in the application form.

1. I hereby apply to upgrade my HKCS membership to:

Fellow Full Member Associate Member Practitioner Member Graduate Member

2. I shall **accept / not accept** another class of membership if I am not qualified for the class which I apply.

PART I - PERSONAL PARTICULARS

(Please indicate your name as shown on the HKID Card or other identification documents)

Salutation : Mr./Mrs./Miss/Ms./Dr./Prof./Ir, Title : (e.g.JP, BBS)

Family Name* : Given Name* :

Chinese Name : Nationality :

Sex* : M / F Membership No. :

HKID Card / Passport No.* : () Date of Birth* : (dd/mm/yyyy)

Residential Address* :

Residential Tel. No. : Residential Fax No. :

Mobile Phone No.* :

E-mail* : Alternative Email :

Correspondence Postal Address : Office / Residential

PART II – CURRENT EMPLOYMENT DETAILS

Name of Company / Organization :

Industry Code : **Please directly choose the Industry Code in P.6**

Office Address :

Job Position :

Job Level : Top / Senior / Middle / Entry

Job Nature Code : **Please directly choose Job Nature Code in P.6**

Office Tel. No. : Office Fax No. :

Unemployed / Unavailable / Career in transition

* - **Fields marked with asterisk are mandator**



PART III - ACADEMIC QUALIFICATIONS (Please provide information in reverse chronological order)

	1	2	3
Level of Qualification (e.g. Bachelor / Master)			
Subject Area (e.g. Science/ Business)			
Major (e.g. Computer Science / Computer Engineering)			
University / Institute / College			
Country			
Date Attained (DD/MM/YYYY)			

PART IV - PROFESSIONAL QUALIFICATIONS

	Professional Qualification	Date Attain (DD/MM/YYYY)	Professional Body
1			
2			
3			
4			

PART V – COMMUNITY SERVICES / OTHER MEMBERSHIP

	Name of Organization	Membership Grade	Position / Membership no.	From MM/YY	To MM/YY
1					
2					
3					
4					



PART VI - EMPLOYMENT HISTORY

(Please provide information in reverse chronological order. Please complete on a separate sheet if space below is insufficient)

1	From MM/YY	To MM/YY	Name of Company / Organization	Job Position
	Referee		Referee Contact No.	Referee e-mail Address
	/ <input type="checkbox"/> Current / <input type="checkbox"/> Same as Part II		/ <input type="checkbox"/> Same as Part II	
	Main Responsibilities			
2	From MM/YY	To MM/YY	Name of Company / Organization	Position
	Referee		Referee Contact No.	Referee e-mail Address
	Main Responsibilities			
3	From MM/YY	To MM/YY	Name of Company / Organization	Position
	Referee		Referee Contact No.	Referee e-mail Address
	Main Responsibilities			
4	From MM/YY	To MM/YY	Name of Company / Organization	Position
	Referee		Referee Contact No.	Referee e-mail Address
	Main Responsibilities			
5	From MM/YY	To MM/YY	Name of Company / Organization	Position
	Referee		Referee Contact No.	Referee e-mail Address
	Main Responsibilities			

Total Years of IT Experience: _____



PART VII – REFERENCE (if applicable)

	Name	HKCS Membership No. (If applicable)	Contact No.	Email address
Proposer				
Secunder				

PART VIII – DECLARATION

1. I declare that the information given in this form is true and correct. I understand that willful false declaration will render me liable to disqualification for membership by the Society or termination of membership, if already admitted by the Society.
2. I hereby authorize Hong Kong Computer Society to conduct background check with my current and previous employers, referees and educational institutes which I attended as the Society's deem reasonable and appropriate.
3. If admitted to the Society, I undertake to be bound by the Constitution of the Society, as amended from time to time.
4. I understand that the Membership Committee of the Society reserves the right to approve or reject the membership application of any individual.
5. In an ongoing effort to enhance members' recognition and communication, I understand my data will be put in HKCS membership registry on HKCS website and HKCS Members handbook. This registry/handbook will list the name, member category and joining date of member. Optional information includes company/affiliation, contact phone or email address.

Signature of Applicant

Date

****If you are returning your application form by email and are unable to sign, please tick the box below to indicate your agreement to the declaration:**

I agree to the above declaration

PART IX – PERSONAL DATA (PRIVACY) NOTICE – USE OF PERSONAL DATA

People who supply data in their application to the Hong Kong Computer Society are advised to note the following points, pursuant to the Personal Data (Privacy) Ordinance:

1. Personal data provided in this application form will, during the entire process, be used solely for this purpose, and in this connection, the data will be handled by the Society's staff or by any Council members of the Society who is directly involved in the administration of this application.
2. Applicants are advised to provide all the information requested in the relevant documents, where applicable, failing which the Society may be unable to process and consider their applications.
3. After the applications have been processed and the relevant exercise completed:
 - (a) the information collected from unsuccessful candidates will be destroyed;
 - (b) the application papers of successful candidates will become part of the file which the Society opens for each member.
4. Under the provisions of the Personal Data (Privacy) Ordinance, applicants have rights to request access to, and to request the correction of, their personal data. Applicants wishing to access or make corrections to their data should submit written requests to the Director of Membership Services & Administration of the Hong Kong Computer Society.

Declaration

1. I have noted the general points pursuant to the Personal Data (Privacy) Ordinance.
2. I authorize the Hong Kong Computer Society or any other office that is directly involved in the administration of this application to use, check and process my data as required for my application.
3. I understand that upon successful application, my data will become a part of my member record and may be used for all purposes as prescribed under relevant rules and regulations, so long as I remain member of this Society.

Signature of Applicant

Date

****If you are returning your application form by email and are unable to sign, please tick the box below to indicate your agreement to the declaration:**

I agree to the above declaration



Instruction of Application for HKCS Membership

Please read the following instructions carefully and comply with all requirements.

Application Procedure:

1. Application for membership (save and except Distinguished Fellow) shall be made to the Membership Committee on the prescribed form provided by the Society. The Council shall have the right to invite any qualified person, subject to the approval of the Membership Committee, to be a Distinguished Fellow. The Membership Committee shall be appointed by the Council for the purposes of approving or rejecting membership applications.
2. Before or after approval of membership application, evidence of academic achievements, professional qualifications and working experience as stated in membership application must be produced upon demand by HKCS. The applicant also grants HKCS the optional right to conduct reference check with his / her (ex-) employers, academic institutes or professional bodies concerned.
3. **Application for Full, Associate, Practitioner or Graduate membership** requires a proposer and a seconder, one of who shall be a member in the Professional or Technician class of the Society's membership or equivalent class from another Recognised computer society. The proposer and seconder shall be contacted by the Membership Committee and requested to forward a confidential report in support of the application.
4. **Application for Affiliate and Student Membership** do as not require a proposer nor a seconder. Application for Student Membership must be supported by an application form signed by an authorized representative of the educational institution in which the student is pursuing his studies and endorsed by the Official Chop.
5. **Application for Corporate Membership** do as not require a proposer nor a seconder but must be supported by an application form signed by an authorized representative of the applicant organization and endorsed by the Corporate Seal.
6. Associate members, Affiliate members and Student members can apply for membership in other grades when they have attained the respective requirements and academic qualifications appropriate to such grades.
7. Any applicant who is aggrieved by the decision of the Membership Committee may appeal to the Council. An appeal must be in writing stating in full the grounds of the appeal and must be lodged with the Council within 14 days of receipt of the Committee's notification letter. The Council's decision on the appeal shall be final.

Filling in an Application Form:

- Please fill in all sections in Block letters. In case any section of the Application Form is not applicable, please put in "N/A".
- Please refer to "**Membership Classes & Requirements**" (in P.7) for membership classes and its requirement.
- Processing time for Membership application is around 2-4 weeks.
- We will acknowledge of your application and provide you an application number for your reference. Please quote your application number if you have any enquiries during application.
- You could return the completed application form to Hong Kong Computer Society Office by E-mail (membership@hkcs.org.hk) / Fax (2834-3003)/ Post (LG1, 78 Tat Chee Avenue, Kowloon Tong, Hong Kong).
- HKCS will process the payment of entrance fee (if applicable) and the first year annual fee (Please refer to "**Membership Classes & Requirements**") once the application has been approved, the applicants could choose to settle the payment online / by completing the "**Method of Payment Form**".
- Subscription is due each year in the following month in which the membership was approved.
- Should you have any enquiries, please contact HKCS Membership Services Department:

Hong Kong Computer Society
Membership Services Department
LG1, Tat Chee Avenue, Kowloon Tong, Hong Kong
Tel: (852) 2834-2228 Fax: (852) 2834-3003
E-mail: membership@hkcs.org.hk
URL: <http://www.hkcs.org.hk>



Industry Code List (Please choose 1):

1. <input type="checkbox"/>	Accounting/Audit/Tax Services	19. <input type="checkbox"/>	Food and Beverage	37. <input type="checkbox"/>	Mixed Industry Group
2. <input type="checkbox"/>	Advertising/Public relations/Marketing Services	20. <input type="checkbox"/>	Freight Forwarding/Delivery/Shipping	38. <input type="checkbox"/>	Motor Vehicles
3. <input type="checkbox"/>	Architecture/Building/Construction	21. <input type="checkbox"/>	General Business Services	39. <input type="checkbox"/>	Packaging
4. <input type="checkbox"/>	Athletics/Sports	22. <input type="checkbox"/>	Health & Beauty Care	40. <input type="checkbox"/>	Performance/Musical/Artistic
5. <input type="checkbox"/>	Banking	23. <input type="checkbox"/>	Hospitality/Catering	41. <input type="checkbox"/>	Petroleum
6. <input type="checkbox"/>	Charity/Social Services/Non-Profit Organisation	24. <input type="checkbox"/>	Human Resources Management/Consultancy	42. <input type="checkbox"/>	Property Development
7. <input type="checkbox"/>	Chemical/Plastic/Paper/Petrochemical	25. <input type="checkbox"/>	Industrial Machinery/Automation Equipment	43. <input type="checkbox"/>	Property Management/Consultancy
8. <input type="checkbox"/>	Civil Services (Government, Armed Forces)	26. <input type="checkbox"/>	Information Technology	44. <input type="checkbox"/>	Public Utilities
9. <input type="checkbox"/>	Clothing/Garment/Textile	27. <input type="checkbox"/>	Insurance/Pension Funding	45. <input type="checkbox"/>	Research/Survey
10. <input type="checkbox"/>	Education	28. <input type="checkbox"/>	Interior Design/Graphic Design	46. <input type="checkbox"/>	Security Escort
11. <input type="checkbox"/>	Electronics/Electrical Equipment	29. <input type="checkbox"/>	Jewellery/Gems/Watches	47. <input type="checkbox"/>	Security/Fire/Electronic Access Controls
12. <input type="checkbox"/>	Energy/Power/Water/Oil & Gas/Waste Management	30. <input type="checkbox"/>	Laboratory	48. <input type="checkbox"/>	Telecommunication
13. <input type="checkbox"/>	Engineering - Building, Civil, Construction / Quantity Survey	31. <input type="checkbox"/>	Legal Services	49. <input type="checkbox"/>	Tourism/Travel Agency
14. <input type="checkbox"/>	Engineering - Electrical/Electronic/Mechanical	32. <input type="checkbox"/>	Management Consultancy/Service	50. <input type="checkbox"/>	Toys
15. <input type="checkbox"/>	Engineering - Others	33. <input type="checkbox"/>	Manufacturing	51. <input type="checkbox"/>	Trading and Distribution
16. <input type="checkbox"/>	Entertainment/Recreation	34. <input type="checkbox"/>	Mass Transportation	52. <input type="checkbox"/>	Wholesale / Retail
17. <input type="checkbox"/>	Environmental Science	35. <input type="checkbox"/>	Media/Publishing/Printing	53. <input type="checkbox"/>	Others
18. <input type="checkbox"/>	Financial Services	36. <input type="checkbox"/>	Medical/Pharmaceutical		

Job Nature Code List (Can choose more than one, Max. 3):

A <input type="checkbox"/>	Application Specialist - Network	J <input type="checkbox"/>	Network & System
B <input type="checkbox"/>	Application Specialist - Software	K <input type="checkbox"/>	Product Management / Business Analyst
C <input type="checkbox"/>	DBA	L <input type="checkbox"/>	Security
D <input type="checkbox"/>	Hardware	M <input type="checkbox"/>	Software Development
E <input type="checkbox"/>	IT - Webmaster / SEO	N <input type="checkbox"/>	Support
F <input type="checkbox"/>	IT Auditing	O <input type="checkbox"/>	Technical / Functional Consulting
G <input type="checkbox"/>	IT Management	P <input type="checkbox"/>	Technical Writing
H <input type="checkbox"/>	IT Project Management / Team Lead	Q <input type="checkbox"/>	Testing / QA
I <input type="checkbox"/>	Mobile / Wireless Communications	R <input type="checkbox"/>	Others



Membership Classes & Requirements

Membership Grade		Relevant Computing Experience (Years)	Requirements
Professional Class	Distinguished Fellow (Distinguished FHKCS)	--	<ul style="list-style-type: none"> Having made an outstanding contribution to the Society. Conferred by unanimous decision of the Council Proposed and seconded in writing by FULL Members.
	Fellow (FHKCS)	15	<ul style="list-style-type: none"> As a full member for at least 1 year Has held a senior responsible position for over 15 years Made significant contributions to the IT Industry Proposed and seconded by two Distinguished Fellows, Fellows or Council members
	Full (MHKCS) / Associate (AHKCS)	4 (Full) 2 (Associate)	<ul style="list-style-type: none"> Recognized degree in a computing discipline or British Computer Society (BCS) Examination (Parts 1 and 2).
		6 (Full) 4 (Associate)	<ul style="list-style-type: none"> Recognized degree with significant computing contents or Higher diploma or associate degree in computing or equivalent from a university or technical college or British Computer Society (BCS) Examination (Part 1).
		8 (Full) 6 (Associate)	<ul style="list-style-type: none"> Recognized non-computing degree
15 (Full) N/A (Associate)		<ul style="list-style-type: none"> The candidate has already gained significant computing experience and attained a position demonstrating a level of competence. An interview by the Membership Committee will normally be required. 	
Technician Class	Practitioner (PHKCS)	1	<ul style="list-style-type: none"> Recognized ordinary diploma / certificate in computing
General Class	Corporate[^]		<ul style="list-style-type: none"> Any entity actively engages in the IT field or is providing education / training in computing industry.
	Honorary		<ul style="list-style-type: none"> A person elected by order of the Council in recognition of his contribution to the Society.
	Graduate		<ul style="list-style-type: none"> Meets the academic qualifications requirements for the Professional Class.
	Student		<ul style="list-style-type: none"> Over 16 years of age Full-time student who is studying in one or more subjects related to the objectives of the Society.
	Affiliate		<ul style="list-style-type: none"> Interested in furthering any of the objectives of the Society.

Professional Class : having the right to vote and to use the designatory letters

Technician Class : having the right to use the designatory letters but not to vote

General Class : neither voting rights and designatory letters

[^] - Each Corporate member may nominate at any one time up to three individual (the representatives) who are employees or director of the Corporate Member to represent the member

- Note:**
- 1) Relevant computing experience (post-qualifications) will be counted.
 - 2) The recognition of professional examinations / membership is subject to the review of the Membership Committee from time to time.
 - 3) At the time of membership application, the applicant should be actively engaged in a professional capacity in the use and application of, or training of persons in, computers and the techniques related thereto.

Membership Fee

Membership Grade	Entrance Fee (HK\$)	Annual membership Fee (HK\$)	Total Amount (HK\$)
Distinguished Fellow / Fellow	N/A	1,000-	1,000-
Full / Practitioner	300-	500-	800-
Associate	300-	250-	550-
Graduate / Student / Affiliate / Honorary*	N/A	N/A	N/A
Corporate	N/A	3,800-	3,800-

* By HKCS Council nomination only, not available for application.

Staff of a corporate member who join as individual members can enjoy 20% discount on annual membership fee