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| Corporate Membership **Application Form** | **FOR OFFICE USE ONLY** |
| Application Ref: |  |
| Membership No: |  |
| Membership Class: |  |
| Approved By: |  |
| Payment: |  |
| Processed By: |  |

NOTES

1. A Corporate Member may nominate up to **three (3) of its employees or directors** for admission to individual membership (Full, Associate or General class only), subject to the applicable membership requirements. Such members shall be free of admission and annual subscription fees. Nomination or change of such membership is subject to the approval of the Membership Committee.
2. The application MUST be attached with a) **a payment covering the first year annual fee**, b) **a photocopy of Business Registration** andc) **individual membership application form(s)**.
3. Subscription is due each year on the month following the month in which the membership was approved. The processing time for membership application is at least 3 weeks.
4. Please fill in all sections in **block** letters. In case any section of the Application Form is not applicable, please put in N/A.

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| --- |
| Company Name:       |
| Company Address:       |
| Contact Person:        | Position:       |
| Office Tel. No:       | Ext. (     ) | Office Fax No:       |
| Email:       | Web Site :       |

**Three Nominated Members for Individual Membership (Full, Associate or General class only)**

***(Please attach individual membership application form(s)):***

|  |  |  |  |
| --- | --- | --- | --- |
|  | **1** | **2** | **3** |
| **Name** |  |  |  |
| **Chinese Name** |       |       |       |
| **Position and Department** |       |       |       |
| **Telephone No.** |       |       |       |
| **E-Mail Address** |       |       |       |

**DECLARATION**

I/We hereby apply for a Corporate Member and agree to be bound, perform and observe the following terms and conditions:

1. If admitted to the Society, I/We undertake to be bound by the Constitution of the Society, as amended from time to time.
2. I/We understand that the Membership Committee of the Society reserves the right to approve or reject the membership application of any individual.
3. I/We understand that the personal data provided in this form is collected for the Society’s administration and correspondence purpose only. Those data might be used to inform me on IT related activities organized by the Society and other organizations.
4. 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.
5. I/We understand that it is allowed to change any nominated member(s) free-of-charge once a year when renewing the membership. Any change of nominated member(s) should be informed HKCS Secretariat within one month of the renewal date. Otherwise, an administration charge of HK$200 will be charged per each nominated member change.
6. Membership period of the three nominated members will be synchronized with the membership period of its corporate membership they belongs to.

Official Chop & Signature Date

**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.

1. 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 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.
4. I declare that the information given in support of this application is accurate and complete. I understand that any misrepresentation will disqualify my application.

Official Chop & Signature Date

**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.
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 Student Membership** must be supported by an application form together with a copy of the applicant’s student identity card
4. **Application for Corporate Membership** must be supported by an application form signed by an authorized representative of the applicant organization and endorsed by the Corporate Seal.
5. Associate Members, General Members and Student Members can apply for membership in other grades when they have attained the respective requirements & academic qualifications appropriate to such grades.
6. 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”** 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 (Room 1003, 10/F, Harbour Crystal Centre, 100 Granville Road, Tsim Sha Tsui East, Kowloon, 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 Team:

**Hong Kong Computer Society**

Membership Services Department

Room 1003, 10/F, Harbour Crystal Centre, 100 Granville Road, Tsim Sha Tsui East, Kowloon, Hong Kong

Tel: (852) 2834-2228 Fax: (852) 2834-3003

E-mail: membership@hkcs.org.hk URL: <http://www.hkcs.org.hk>

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| **Industry Code List (Please choose 1):** |
|  | [ ]  | Accounting/Audit/Tax Services  |  | [ ]  | Food and Beverage  |  | [ ]  | Mixed Industry Group  |
|  | [ ]  | Advertising/Public relations/Marketing Services  |  | [ ]  | Freight Forwarding/Delivery/Shipping  |  | [ ]  | Motor Vehicles  |
|  | [ ]  | Architecture/Building/Construction  |  | [ ]  | General Business Services  |  | [ ]  | Packaging  |
|  | [ ]  | Athletics/Sports  |  | [ ]  | Health & Beauty Care  |  | [ ]  | Performance/Musical/Artistic  |
|  | [ ]  | Banking  |  | [ ]  | Hospitality/Catering  |  | [ ]  | Petroleum  |
|  | [ ]  | Charity/Social Services/Non-Profit Organisation  |  | [ ]  | Human Resources Management/Consultancy  |  | [ ]  | Property Development  |
|  | [ ]  | Chemical/Plastic/Paper/Petrochemical  |  | [ ]  | Industrial Machinery/Automation Equipment  |  | [ ]  | Property Management/Consultancy  |
|  | [ ]  | Civil Services (Government, Armed Forces)  |  | [ ]  | Information Technology  |  | [ ]  | Public Utilities  |
|  | [ ]  | Clothing/Garment/Textile  |  | [ ]  | Insurance/Pension Funding  |  | [ ]  | Research/Survey  |
|  | [ ]  | Education  |  | [ ]  | Interior Design/Graphic Design  |  | [ ]  | Security Escort  |
|  | [ ]  | Electronics/Electrical Equipment  |  | [ ]  | Jewellery/Gems/Watches  |  | [ ]  | Security/Fire/Electronic Access Controls  |
|  | [ ]  | Energy/Power/Water/Oil & Gas/Waste Management  |  | [ ]  | Laboratory  |  | [ ]  | Telecommunication  |
|  | [ ]  | Engineering - Building, Civil, Construction / Quantity Survey  |  | [ ]  | Legal Services  |  | [ ]  | Tourism/Travel Agency  |
|  | [ ]  | Engineering - Electrical/Electronic/Mechanical  |  | [ ]  | Management Consultancy/Service  |  | [ ]  | Toys  |
|  | [ ]  | Engineering - Others  |  | [ ]  | Manufacturing  |  | [ ]  | Trading and Distribution  |
|  | [ ]  | Entertainment/Recreation  |  | [ ]  | Mass Transportation  |  | [ ]  | Wholesale / Retail  |
|  | [ ]  | Environmental Science  |  | [ ]  | Media/Publishing/Printing  |  | [ ]  | Others |
|  | [ ]  | Financial Services |  | [ ]  | Medical/Pharmaceutical  |  |  |  |

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

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

**Membership Classes & Requirements**

|  |  |
| --- | --- |
| **Membership Grade** | **Requirements** |
| **Voting Class** | **Distinguished Fellow**(Distinguished FHKCS) | * Having made an outstanding contribution to the Society.
* Conferred with a support from over 90% of the Council.
* Proposed and seconded in writing by FULL Members.
 |
| **Fellow**(FHKCS**)** | * 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 2 Distinguished Fellows / Fellows
 |
| **Full**(MHKCS) | a | holds a recognized degree, in information and communication technologies (ICT) or equivalent thereof, in ICT and  | 🞧 | at least 4 years of practical experience in the use and application of ICT and the techniques related thereto; or |
| b | holds a recognized degree with significant ICT content or holds a recognized Higher Diploma/ Associate Degree in ICT or equivalent and | 🞧 | at least 6 years of practical experience in the use and application of ICT and the techniques related thereto; or |
| c | holds a recognized non-ICT degree and | 🞧 | has at least 8 years of practical experience in the use and application of ICT and the techniques related thereto; or |
| * has gained experience in positions of increasing responsibility in ICT over a period of at least 15 years or has attained a position demonstrating a level of competence as recognized by the Council.
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| **Non-Voting Class** | **Associate** (AHKCS) | * Meets the academic qualifications requirements for the Full membership.
 |
| **Student** | * Over 16 years of age at the time of membership application
* Full-time student who is studying in one or more subjects related to the objectives of the Society.
 |
| **General** | * Interested in furthering any of the objectives of the Society.
 |
| **Corporate^** | * Any entity actively engaged in:
* manufacturing, distributing and/or the use of computer equipment and systems, or
* providing education/training in ICT.
 |
| **Honorary** | * A person elected by order of the Council in recognition of his contribution to the Society.
 |
| **^ -** A Corporate Member may nominate up to three (3) of its employees or directors for admission to individual membership (Full, Associate, General class), subject to the applicable membership requirements. Such members shall be free of admission and annual subscription fees.**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.
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**Membership Fee**

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| --- | --- | --- | --- |
| **Membership Grade** | **Admission Fee (HK$)** | **Annual membership Fee (HK$)** | **Total Amount (HK$)** |
| **Distinguished Fellow / Fellow** | N/A | 1,000- | 1,000- |
| **Full# / General** | 300- | 500- | 800- |
| **Associate** | 300- | 250- | 550- |
| **Student** | N/A | 100- | 100- |
| **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
Overdue handling charge will be applied on various conditions, please refer to the website for details: <http://www.hkcs.org.hk/renew-hkcs-membership/>