



## 屋宇設備運行及維修行政人員學會

### Building Services Operation and Maintenance Executives Society

#### Application for New / Upgrade to Fellow / Corporate / Associate / Graduate Membership

(For membership upgrade, please state the current membership number: \_\_\_\_\_ and date elected: \_\_\_\_\_ )

<b>(A) PERSONAL PARTICULARS</b>		
Name ( <input type="checkbox"/> Prof/ <input type="checkbox"/> Dr / <input type="checkbox"/> Ir / <input type="checkbox"/> Sr / <input type="checkbox"/> Mr / <input type="checkbox"/> Mrs / <input type="checkbox"/> Ms) (In English-Surname First, then Other Names) _____ (In Chinese) _____ <i>(Membership certificate issued will bear the name given above)</i>	<input type="checkbox"/> Female / <input type="checkbox"/> Male <input type="checkbox"/> HKID / <input type="checkbox"/> Passport Number Date of Birth _____ Age _____	
Correspondence Address		
Telephone Number	(Office) _____ (Mobile) _____ (Home) _____	
E-mail Address		Fax _____
<b>(B) CURRENT EMPLOYMENT</b>		
Name of Employer		
Position		Date Appointed _____
Company Address		
Briefly state the nature and extent of activities of present employer and personal responsibilities including supervision of technical and managerial staff and accountability to Board, Partners or Senior Management.		

Draw an organization chart to indicate your position in the company.

**(C) CAREER HISTORY** (starting with the current/most recent job)

<b>From</b> MM/YY	<b>To</b> MM/YY	<b>Name of Company / Organisation</b>	<b>Position</b>

**(D) EDUCATION INFORMATION**

<b>From</b> MM/YY	<b>To</b> MM/YY	<b>Name of Academic Institution</b>	<b>Mode *</b>	<b>Qualification Obtained</b>

\* Please indicate mode of study : "F" for Full Time, "P" for Part Time and "D" for Distance Learning.

**(E) PROFESSIONAL QUALIFICATIONS**

<b>Name of Professional Body</b>	<b>Membership Categories</b>	<b>Date Elected</b>

**(F) DISCIPLINE**

Please indicate your professional discipline by putting tick(s) in the box(es) below:

- Building Services                       Builder's Work                       Sustainable Operation & Maintenance  
 Others \_\_\_\_\_

I declare that all particulars, statements and documents submitted herein and with this application are true and correct.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Submission Date (dd / mm / yyyy)

**(G) SUPPORTERS** (*Application for Fellow and Corporate Memberships Only*)

The Supporters, who shall be either Hon. FBSOMES, FBSOMES or MBSOMES, but not members of the Membership Committee, should satisfy themselves of the correctness of the information provided by the applicant.

**First Supporter**

Name of Supporter: \_\_\_\_\_  Honorary Fellow /  Fellow /  Corporate Member

Membership No. : \_\_\_\_\_ Contact Telephone Number : \_\_\_\_\_

Having known the applicant personally for \_\_\_\_\_ years, I am of the opinion that this applicant should be considered for admission to the Society as a  Fellow /  Corporate Member

\_\_\_\_\_  
Signature of Supporter

\_\_\_\_\_  
Date (dd / mm / yyyy)

**Second Supporter**

Name of Supporter: \_\_\_\_\_  Honorary Fellow /  Fellow /  Corporate Member

Membership No. : \_\_\_\_\_ Contact Telephone Number : \_\_\_\_\_

Having known the applicant personally for \_\_\_\_\_ years, I am of the opinion that this applicant should be considered for admission to the Society as a  Fellow /  Corporate Member

\_\_\_\_\_  
Signature of Supporter

\_\_\_\_\_  
Date (dd / mm / yyyy)

**(H) PAYMENT DETAILS** (*Cheque for application fee and assessment fee payment should be sent together with this application form*)

Name of Bank \_\_\_\_\_ Cheque No. \_\_\_\_\_

***FOR OFFICIAL USE ONLY***

Date of Received : _____	<input type="checkbox"/> Application Fee Received	Information Verified by : _____
Date of Received by Committee : _____		<input type="checkbox"/> Approved / <input type="checkbox"/> Rejected on _____
Membership Committee : _____		Membership No. : _____
Date of Sending Notification : _____	<input type="checkbox"/> Acceptance Letter	<input type="checkbox"/> Pamphlet <input type="checkbox"/> Receipt <input type="checkbox"/> Payment Advice
	<input type="checkbox"/> Membership Card	<input type="checkbox"/> Certificate <input type="checkbox"/> Other _____

## NOTES TO APPLICATION

### 1. Admission Requirements for Membership

An applicant for BSOMES membership should have attained necessary tertiary education in relevant disciplines, be working full time in managing the operation and maintenance of building services system, of good character and accepts the objectives of the Society. Admission is subject to approval of the Executive Committee.

Members Categories Requirements	CORPORATE MEMBER				ASSOCIATE MEMBER				GRADUATE MEMBER
	HC	HD / Asso Deg.	Deg.	--	HC	HD / Asso Deg.	Deg.	--	
Current Position (preferably in an employment status of managing the operation and maintenance of building services system)	Equivalent to an executive/managerial post or above				Equivalent to an engineer/assistant engineer post or above				
Tertiary education in relevant disciplines									Holder of a bachelor degree, associate degree, higher diploma, diploma, or higher certificate course in science or engineering recognized by the Society
Years of post-qualification relevant experience	10	8	6	15	6	4	2	12	

\* HC: Higher Certificate    HD: Higher Diploma    Asso. Deg.: Associate Degree    Deg.: Degree

### 2. Additional Requirements of Fellow/Corporate Members

- a) Applicants who apply for Fellow/Corporate Member should also fill the Competency Assessment Form for assessment of their competency. The Competency Assessment Form can be downloaded separately from the BSOMES web site.
- b) Applicants should read through the core competency profile and minimum entry requirements of different streams in Appendix A under the file named Core Competency in BSOMES Web site.
- c) Interview will be arranged for applicant as soon as the application form, required fee and all associated document have been properly received and checked.

### 3. Additional Qualifications and Requirements of Fellow Members

A person who:

- a) is currently a Corporate Member, or
- b) possesses the qualification leading to Corporate Membership, or
- c) holds high academic qualification, and

has rendered outstanding service or contribution to the Society and/or the related building services operation and maintenance field, and with the approval granted by over 3/4 of the members of the Executive Committee.

### 4. Discipline

- a) The applicant shall indicate the Discipline in Section F which consider are qualified for professional practice, may choose more than one.
- b) The result of application for new / upgrade of categories of membership will NOT be affected by the completeness of Section F.

### 5. Membership Fee

Membership Categories	Application Fee HK\$	Assessment Fee HK\$	Annual Subscription Fee HK\$
Fellow	\$150	\$800	HK\$500
Corporate		\$800	HK\$350
Associate		N/A	HK\$300
Graduate		N/A	HK\$230

- Note :
- a) Application Fee and Assessment Fee are non-refundable and non-transferable;
  - b) Renewal of membership shall be 1 April **biennially**;
  - c) Applicant shall pay the application fee and/or assessment fee (if required) for each submission.
  - d) Subscription Fee shall pay after the approval of application by the Executive Committee (*For membership upgrade, the subscription fee is a difference in subscription fee between current and new membership categories*)

**6. Return of Application Form**

The completed application form should be returned to the PO Box together with:

- a copy of each of relevant certificates / documents;  
*(For membership upgrade, only those relevant certificates / documents since last election and copy of current membership certificate are required),*
- Completed competency assessment form for applying Fellow/Corporate Member (Full implementation will be on 1 January 2020)
- all copies to be reduced to A4 size
- a crossed cheque of **Application Fee** and **Assessment Fee if required** payable to **BSOMES**, please write down your Name and Contact Number on the back of the cheque. *(Payment Advice for Subscription Fee will be issued when the application is approved by the Executive Committee)*

**Please ensure the postage is sufficient before posting the above to BSOMES.**