



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: _____)

| (A) PERSONAL PARTICULARS | | |
|---|--|----------------------|
| 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) CURRENT EMPLOYMENT | | |
| 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)

| From MM/YY | To MM/YY | Name of Company / Organisation | Position |
|----------------------|--------------------|---------------------------------------|-----------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

(D) EDUCATION INFORMATION

| From MM/YY | To MM/YY | Name of Academic Institution | Mode * | Qualification Obtained |
|----------------------|--------------------|-------------------------------------|---------------|-------------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

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

(E) PROFESSIONAL QUALIFICATIONS

| Name of Professional Body | Membership Categories | Date Elected |
|----------------------------------|------------------------------|---------------------|
| | | |
| | | |
| | | |
| | | |
| | | |

(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 |
|---|---|---|------|----|------------------|--|------|----|--|
| | 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 | HC | HD / Asso Deg. | Deg. | -- | HC | HD / Asso Deg. | Deg. | -- | 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 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.

3. 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.

4. Membership Fee

| Membership Categories | Application Fee HK\$ | Assessment Fee HK\$ | Annual Subscription Fee HK\$ |
|-----------------------|----------------------|---------------------|------------------------------|
| Fellow | \$150 | N/A | 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 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*)

5. Returning 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 statement for applying 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.