



## 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 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) _____ (Membership certificate issued will bear the name given above)	<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
- I declare that I fulfilled the predetermined criteria of core competency as stated in the core competency profile (for Associate only).
- I declare that all particulars, statements and documents submitted herein and with this application are true and correct.

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

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

**(G) PAYMENT DETAILS** (*Cheque for application 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	ASSOCIATE MEMBER				GRADUATE MEMBER
	Current Position (preferably in an employment status of managing the operation and maintenance of building services system)	Equivalent to an engineer/assistant engineer post or above			
Tertiary education in relevant disciplines	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	6	4	2	12	

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

### 2. Discipline

a) The result of application for new / upgrade of categories of membership will NOT be affected by the completeness of Section F.

### 3. Membership Fee

Membership Categories	Application Fee HK\$		Biannual Subscription Fee HK\$
	New	Upgrade	
Associate	\$150	\$50	HK\$600
Graduate			HK\$460

- Note :
- Application Fee are non-refundable and non-transferable;
  - Renewal of membership shall be 1 April **biennially**;
  - Applicant shall pay the application fee for each submission.
  - Subscription Fee shall be paid after the approval of application by the Executive Committee

### 4. 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),
- a copy of 15 hours of Continuing Professional Development (CPD) certificates (for Associate only)
- all copies to be reduced to A4 size,
- a crossed cheque of payable to **BSOMES**, please write down the items below on the back of the cheque.
  - Applicant's full name
  - Applicant's mobile phone contact Number
  - Membership class to be applied

**To avoid unnecessary delay in delivery, please ensure sufficient postage has been paid before posting the above items to BSOMES.**

### Postal Address:

**Building Services Operation and Maintenance Executives Society  
PO Box 95872, Tsim Sha Tsui Post Office, Hong Kong, China**