

PLEASE READ CAREFULLY AND COMPLETE IN DETAIL

## CONSTRUCTION MANAGERS REGISTRATION BOARD

*(Established under the Construction Managers Registration Regulations  
adopted as Bye-Laws of Hong Kong Institute of Construction Managers)*

### Application for Registration as a Registered Construction Manager

c/o Hong Kong Institute of Construction Managers  
Rooms 801-2, 8/F., On Lok Yuen Building  
25 Des Voeux Road Central, Hong Kong  
Tel: (852) 2523 2081; Fax: (852) 2845 4749; Email: info@hkicm.org.hk

COMPLETE IN BLOCK LETTERS OR TYPE

#### Section A Personal Details

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

Surname \_\_\_\_\_ Other Names \_\_\_\_\_

Cr/Prof/Dr/Mr/Ms \_\_\_\_\_ Male (M)/Female(F) \_\_\_\_\_ H.K.I.D. Card No. \_\_\_\_\_

Chinese Name \_\_\_\_\_ *(if applicable)*

Date of Birth \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Age \_\_\_\_\_ Place of Birth \_\_\_\_\_  
*(Day/Month/Year)*

Residential Address \_\_\_\_\_  
*(must be supplied)*

Contact Address *(P.O. Box is not acceptable)* \_\_\_\_\_

Tel. / Mobile No. \_\_\_\_\_ E-mail Address \_\_\_\_\_

Employer Name \_\_\_\_\_ Position \_\_\_\_\_

Employer Address \_\_\_\_\_

Employer Tel. No. \_\_\_\_\_ Employer Fax No. \_\_\_\_\_

## Section B Professional Qualifications

*(Please refer to Section 1.1 (a) of Notes to Applicants)*

Membership No.	Grade		Name of Institution	Date Obtained
	<input type="checkbox"/> Fellow	<input type="checkbox"/> Member	Hong Kong Institute of Construction Managers	

## Section C Employment Details

*(Relevant Professional Experience in Hong Kong in the recent 5 years. Please refer to section 1.1 (b) & 1.2 of Notes to Applicant)*

Date (From ~ To)	Position	Company Name	Location and Description of Project(s)	Major Duties

## Section D Other Qualifications

*(Please refer to section 1.1(c) of Notes to Applicant. Please attach copy of certificate(s) to substantiate your application)*

I: -

*Please (✓) where appropriate*

- (i) am an Authorized Person/ a Registered Structural Engineer\*; or
- (ii) am a Registered Architect/ Registered Professional Engineer (Building/ Building Services/ Civil Engineering/ Geotechnical/ Structural)/ Registered Professional Surveyor (Building / Quantity)\*; or
- (iii) am an Authorized Signatory of a Registered General Building Contractor; or
- (iv) have obtained an Accredited Master Degree in Construction Management or equivalent recognized by the Board; or
- (v) have successfully passed the assessment upon completion of a designated Registered Construction Managers Top-up Course arranged by the Institute.

\* Please delete where inappropriate

## Section E CPD record

*(Record of not less than 72 CPD hours in the recent 2 years must be submitted and applicant might be required to provide evidence to proof he has fulfilled the required CPD hours (please refer to section 1.4 of Notes to Applicant for details))*

Date (From ~ To)	CPD Event	Organizer	CPD Hours	Accumulated CPD Hours

*\*Please use additional sheet(s), if necessary*

## Section F Declaration and Undertaking

*Please (✓) each box to confirm*

- (I) I declare that I am currently competent to practice in construction management.
- (II) I declare that I am ordinarily resident in Hong Kong.
- (III) I have had over two years' HKICM post-qualification and relevant professional experience in Hong Kong.
- (IV) I declare that I have not been convicted ("convicted" means a finding by the court of guilt and includes a finding upon the accused's own plea of guilt) in Hong Kong or elsewhere of any offence and sentenced to imprisonment, whether suspended or not. I also declare that I have not committed misconduct or neglect in a professional respect.
- (V) I undertake that in the event of a change in any of the above particulars I will make known the changes, within 28 days of their particulars and of their having occurred, in writing to the Construction Managers Registration Board.
- (VI) I declare that the information in this form is true and correct. I also authorize the Construction Managers Registration Board to check all information in relation to my application for registration under the Construction Managers Registration Regulations.

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

**FOR CONSTRUCTION MANAGERS REGISTRATION BOARD SECRETARIAT USE ONLY**

HKICM Membership No. \_\_\_\_\_ Grade \_\_\_\_\_

Admission Date \_\_\_\_\_

Cheque No. \_\_\_\_\_ Paid on \_\_\_\_\_

Registration Period from \_\_\_\_\_ To \_\_\_\_\_

Reason(s) for Rejection  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **Registration of Registered Construction Managers (R.C.M.)**

### **Notes to Applicants**

#### **1.0 Eligibility for Registration**

To help you to check if you are eligible for registration, please consider the following: -

1. Do you hold a professional qualification and additional qualification(s) acceptable for registration and have held it for two years? (Refer to Section 1.1)
2. Have you practised in Hong Kong for two years after having acquired the professional qualification acceptable for registration? (Refer to Section 1.2)
3. Are you ordinarily resident in Hong Kong? (Refer to Section 1.3)
4. Have you acquired 72 CPD hours for two consecutive years immediately prior to application for registration? (Refer to Section 1.4)

#### **1.1 Qualifications for Registration**

The following are acceptable qualifications for registration:

- (a) a Corporate Member of the Institute for not less than 2 years; and
- (b) he satisfies the Board that he has had 2 years' relevant professional experience in Hong Kong before the date of his application for registration; and
- (c) he: -
  - (i) is an Authorized Person or a Registered Structural Engineer; or
  - (ii) is a Registered Architect, Registered Professional Engineer (Building, Building Services, Civil Engineering, Geotechnical or Structural) or Registered Professional Surveyor (Building or Quantity); or
  - (iii) is an Authorized Signatory of a Registered General Building Contractor; or
  - (iv) has obtained an Accredited Master Degree in Construction Management or equivalent recognized by the Board; or
  - (v) has successfully passed the assessment upon completion of a designated "Registered Construction Managers Top-up Course" arranged by the Institute.

#### **1.2 Two Years' HKICM Post-qualification and Relevant Professional Experience in Hong Kong**

In order to be eligible for registration, you must hold the qualifications acceptable for registration together with two years' post-HKICM qualification and relevant professional experience in Hong Kong.

The 2 years' post-HKICM qualification and relevant professional experience must be gained within 5 years before the date of application for registration. In addition, the applicant must also demonstrate that he has substantial involvement in construction management process and/or project operation.

### **1.3 Residence in Hong Kong**

To be eligible to register, you are required to be ordinarily resident in Hong Kong. A person is ordinarily resident in Hong Kong if he remains in Hong Kong legally, voluntarily and for a settled purpose (such as for education, business, employment or residence), whether of short or long duration.

The following guidelines are used for those who have returned to Hong Kong after a period of residence outside Hong Kong: -

1. Temporary absence of up to 6 months may not affect registration.
2. Construction Managers returning to Hong Kong who were either registered previously or who were qualified to be registered at the time they left Hong Kong may apply for registration on their return. In general they will qualify for registration, but the Board will exercise discretion on a case-by-case basis taking into account of the time spent away from Hong Kong.

### **1.4 CPD Record**

Record of not less than 72 CPD hours in the past 2 years must be submitted. Applicant might be required to provide evidence to proof he has fulfilled the required CPD hours.

### **1.5 Declarations and Undertaking**

You must complete and sign the Declaration and Undertaking and should note the consequence of giving false information.

## **2.0 Application Information**

### **2.1 How to apply?**

If you are able to comply with the requirements, please complete and submit the application form together with the appropriate fee.

### **2.2 How long will it take?**

You should expect the process to take a few months. The process has 3 stages: secretariat checking, review by the Registration Committee and formal approval by the Construction Managers Registration Board. You will be notified of the outcome by mail. If your application is successful, a Registration Certificate valid up to the forth-coming 31 March will be sent to you. All registrations commence on the first day of the month following the Board's approval. Annual renewal is essential to maintain registration. After renewal, a new registration certificate will be sent to a R.C.M.

### **2.3 Payment**

All application for R.C.M. should be submitted with a cheque for the application fee (including first annual registration fee). Details of the fees are enclosed in the attached sheet.

### **2.4 How to renew?**

The registration year runs from 1 April of current year to 31 March of following year, you are

required to renew your registration three months before expiry. If you fail to renew your registration by the due date, you will cease to be a Registered Construction Manager. However, if late renewal is received within the first three months after the due date for renewal, your registration will be reinstated for the remainder of the original renewal period following receipt of payment of the renewal fee. If the registration has expired for more than three months, a fresh application for registration will have to be submitted.

If you require further information, please contact the CMRB (Tel: 2523 2081, Fax: 2845 4749, e-mail at info@hkicm.org.hk).

### **3.0 Construction Managers Registration Regulations**

These Regulations have been adopted as Bye-Laws by the Institution under Clause 10.3 of the Constitution at a General Meeting held on 19 December 2013 to provide for the registration of construction managers and disciplinary control of the professional activities of registered construction managers, and for related matters.

Under the regulations the registration of construction managers is undertaken by the Construction Managers Registration Board. The Board acts independently and is primarily responsible to the public at large. The Board consists of not less than 10 Corporate Members and not more than 3 non-members of the Institute appointed by the General Council. The Institute provides the administration services under the direction of the Board.

The purpose of registration is to confer on suitable applicants a title, which demonstrates - both to professional construction managers and to the public - a high standard of professional training, competence to practise, and a relevant background for working in Hong Kong.

A person who is on the register may use the title "Registered Construction Manager", or "R.C.M."

Under the regulations, the qualifications for registration are closely linked with the qualification standard for membership of the HKICM.

To qualify for registration, an applicant must be ordinarily resident in Hong Kong and must have at least two years' post-HKICM qualification and relevant professional experience in Hong Kong.

Registration is required to be renewed annually and all registrants are required to make a written declaration of their current competence to practise, both at first registration and at each renewal of registration.

Registration is entirely voluntary. It is emphasized that the register is primarily for the use of the public, to permit them to identify appropriately qualified construction managers, either with reference to the register, or by selecting construction managers who use the title, "R.C.M."

In connection with the Personal Data (Privacy) Ordinance, all Registered Construction Managers should be aware that their names, addresses and qualifications are recorded on the register and are made available to the public on request.

## REGISTERED CONSTRUCTION MANAGERS

### FEES

	<u>HK\$</u>
1. <b>Application Fee</b>	300.00
2. <b>Annual Registration Fee</b>	
Annual Registration Fee for First Application	300.00
Annual Registration Fee for Renewal of Registration	300.00
3. <b>Replacement Certificates</b>	
Re-issue of certificate	100.00

Notes:

- (i) The above fees are non-refundable.
- (ii) The Registration year runs from 1 April of current year to 31 March of following year.
- (iii) Payment cheque should be made payable to "Hong Kong Institute of Construction Managers, Limited"



**Notes to Applicants for Registration/Renewal of Registration as  
Registered Construction Manager relating to the  
Personal Data (Privacy) Ordinance**

1. The intention of the Ordinance is to protect a living individual's right to privacy. Any information collected and recorded, whether on computer or manually, in relation to an applicant for registration/renewal of registration as a Registered Construction Manager (R.C.M.) will be subject to regulation by the Ordinance. The information collected has been defined in the Ordinance as "Personal Data". The Ordinance aims to control the collection, holding, processing and use of Personal Data. Personal Data in these notes shall be referred to as "Data".
2. From time to time, it is necessary for all applicants to supply the Construction Managers Registration Board (CMRB) in writing the ID number and of any change in personal particulars such as address and/or telephone number(s) after submission of application, in order to help the CMRB in maintaining its records. Failure to supply such data may result in an inability of the CMRB to process applications for registration and renewal of registration.
3. The purposes for which data relating to applicants may be used are as follows: -
  - as a basis for processing of R.C.M. registration/renewal of registration applications; and
  - for administration of the Construction Managers Registration Regulations.
4. Upon successful registration as a R.C.M., the purposes for which data relating to applicants may be used in addition to the purposes stated in Paragraph 3 above are as follows: -
  - for daily operation of the CMRB;
  - for maintenance of R.C.M. records;
  - for verification of R.C.M. registration status by departments of government or statutory bodies;
  - for activities and information relating to the CMRB;
  - for activities and information relating to statutory and non-statutory use of R.C.M.;
  - for meeting the requirements to make disclosure under any law binding on the CMRB; and
  - for all other incidental purposes relating to the functions of the CMRB.
5. All R.C.M.s should be aware that as required by the Construction Managers Registration Regulations, their names, addresses and qualifications are recorded on the register and are made available to the public on request. To facilitate public access to the information contained in the register, the same will be made available on the website of Hong Kong Institute of Construction Managers. Other data held by the CMRB will be kept confidential and safeguarded diligently but the CMRB may provide such information to: -
  - any party in connection with the operation of the CMRB;
  - any other person under a duty of confidentiality to the CMRB; and
  - any party with which the applicant has or proposes to have dealings.
6. In accordance with the terms of the Ordinance, the applicant has the right to: -
  - check whether the CMRB holds data about him and access to such data; and
  - require the CMRB to change any data contained in the application.
7. For access and change of data, please address to the Registrar of the CMRB in writing to Rooms 801-2, 8/F, On Lok Yuen Building, 25 Des Voeux Road Central, Hong Kong.