THE HONG KONG INSTITUTE OF SURVEYORS
香港測量師學會

Memorandum of Mutual Recognition of Membership between The Hong Kong Institute of Surveyors and The Hong Kong Institute of Housing

Guide to Applicants

Property and Facility Management Division

The Hong Kong Institute of Surveyors

October 2026

Memorandum of Mutual Recognition of Membership (MMRM) between
The Hong Kong Institute of Surveyors (HKIS)
and
The Hong Kong Institute of Housing (HKIH)

Guide to Applicants

1. Background

1.1 The MMRM was signed on 5 October 2026. Eligible corporate members of HKIH (F.H.K.I.H. and M.H.K.I.H.) may apply for corporate membership of HKIS (MHKIS) in the Property & Facility Management Division (PFMD).

1.2 According to the MMRM, a 500-word written report and a professional interview will be conducted by the HKIS to verify the applicant's competency and suitability for admission to the PFMD.

2. Application Procedures

2.1 PFMD accepts applications at any time, and will arrange interviews upon receiving appropriate number of eligible applications.

2.2 An eligible applicant should complete the application form for membership, which requires signatures from 4 Corporate Members of PFMD (consisting of at least one Fellow). The application form, along with the relevant application fee, should be submitted to the Membership Department of the HKIS.

2.3 To fulfill the admission requirements, an eligible applicant must submit the following together with the application form (Annex A):

(a) Proof of holding a recognized university degree or an equivalent qualification acceptable by PFMD;

(b) Detailed work experience demonstrating a minimum of 10 years of working experience at a managerial position within the property and facility management sector (Annex B); and

(c) A 500-word written report demonstrating the successful fulfilment of major professional competencies relevant to the PFMD.

2.4 After the fulfillment of admission requirements in clause 2.3, the eligible applicant will then be invited to attend a professional interview in the presence of an assessment panel, comprising a chairman and two panel assessors.

2.5 The professional interviews will normally cover questions on 10 competencies of PFMD as well as professional ethics. The 10 competencies are Property Asset Management, Corporate Real Estate, Project Management, Property Maintenance, Property Management, Finance Management, Human Resources and Organization Management, Information Technology and Communication Management, Quality and Performance Management and, Benchmarking and Research. The details of competencies are in the "Assessment of Professional Competency: Property and Facility Management, Notes for Guidance of Employers, Supervisors and Counsellors" of PFMD.

2.6 If the assessment panels are satisfied with the competency and suitability of the eligible applicants, their applications will be submitted to the Board of Membership for approval and the General Council for formal endorsement.

2.7 According to clause 2.8.2 of the HKIS Bye-Laws, in case an application for admission as a Member is rejected, the Board of Membership shall not be required to give any reason for the rejection. Any such applicant not admitted may not again submit an application for admission as a Member until 12 calendar months have elapsed from the date the application was rejected.

3. Eligibility

3.1 The Memorandum does not apply to any Corporate Member or Fellow Member of HKIH whose admission to membership is by virtue of a reciprocity agreement with another professional body.

3.2 PFMD reserves the right to reinforce the admission requirements as and when necessary.

Property and Facility Management Division
The Hong Kong Institute of Surveyors
Endorsed on 30 October 2026

Annex A

THE HONG KONG INSTITUTE OF SURVEYORS
APPLICATION FOR MEMBERSHIP

Note:

(1) Professional membership of the HKIS is open to persons who are at least 21 years of age, being a corporate member of a recognized professional body with at least one year relevant local experience, or a probationer or an associate member having satisfied the relevant APC.

(2) This application form must be subscribed by 4 corporate members of HKIS one of whom must be a Fellow.

(3) The non-refundable application fee of $1970, together with the first annual subscription fee of $1970 (= $3940 payable to "The Hong Kong Institute of Surveyors") must be included with this application.

(4) Applications from probationers of the Institute need only pay the difference in annual subscription (i.e. $1970 – $790 = $1180) and the net fee payable with this application is $1970 + $1180 = $3150.

(5) Applications from associate members of the Institute need only pay the difference in annual subscription (i.e. $1970 – $1200 = $770) and the net fee payable with this application is $1970 + $770 = $2740.

For Office Use	***Date***	***Officer***	***For Office Use***	***Date***	***Officer***
Form received			Acknowledged		
Fee received			Receipted		
Particulars verified			Other Data requested		
Other Data received			Passed to DMC		
Interviewed on			Recommended		
Remarks:			Not Recommended		
Tabled at BOM			Result notified		
DIVISION			**MEMBERSHIP NO.**		

To the Honorary Secretary, HKIS

I declare that I have not been convicted in Hong Kong or elsewhere of any offence which may bring the profession into disrepute, and I further declare that I have not committed misconduct or neglect in a professional respect.

I hereby submit my application for admission to professional membership of HKIS and I declare that the particulars provided are true and correct.

☐ This is a re-application. My last application was rejected on _____.

Date _____ Signature of Applicant _____

Full Name_____

Please complete in block letters

Personal Particulars			
Surname Mr. / Miss	Given Names in full (as shown on HKID)		
姓名	HKID No. (Attach a copy for verification.)	Date of Birth	
Correspondence address			
Contact telephone no.	Email address		
Current Employment and address		Position	Since
Brief Description of relevant experience			
Previous Employment		Position	Since
Brief Description of relevant experience (If current employment is less than 1 year)			

Particulars of Membership of Recognized Professional Body (Documentary evidence must be submitted for verification.) (The applicant will be subject to an admission interview.)	
Professional Body	
Membership Grade and Division	Date of Admission

Particulars of Assessment of Professional Competence
I am a Probationer of _____ Division admitted on (date) _____ (Mem. No.)
I am an Associate of _____ Division admitted on (date) _____(Mem. No.)
I have satisfied the requirements of the relevant APC on (date) _____

Subscription by 4 Corporate Members (All subscribers should be members of the same Division as the applicant.) (Not more than 2 subscribers should be from the same organization.)			
Full Name & Division	Full Name & Division	Full Name & Division	Full Name & Division
Membership Grade & No. **Fellow**	Membership Grade & No.	Membership Grade & No.	Membership Grade & No.
Organization	Organization	Organization	Organization
Signature	Signature	Signature	Signature
Date	Date	Date	Date

(Note: Subscribers may be required to testify the suitability of the applicant for admission.) *(Revised May 2022)*

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香港測量師學會

Annex B

THE HONG KONG INSTITUTE OF SURVEYORS
Property and Facility Management Division

RECORD OF MANAGERIAL WORK EXPERIENCE

1. Notes for Applicants

a) This form is to be completed by applicants to demonstrate a minimum of 10 years of working experience in managerial positions within the property and facility management sector.

b) Provide a chronological record of relevant managerial experience, starting with the most recent position or present position.

c) Complete a separate detailed record (Section 2) for each relevant managerial role. If multiple roles are held within the same organization, list each role separately with its own period and responsibilities.

d) Provide the properties and/or projects involved.

e) Clearly demonstrate the managerial nature of each role, including the scope of responsibility, level of authority, decision-making functions, and accountability for staff, resources, services, or operations. A position title or general description alone is insufficient.

f) Provide specific examples of work personally undertaken (if necessary), highlighting the applicant's role, managerial actions, and outcomes achieved.

g) Exclude double-counting of overlapping employment periods when calculating the total relevant managerial experience.

h) Use additional sheets where necessary. Each additional sheet shall bear the applicant's name and the relevant section or experience record number.

2. Summary of Relevant Managerial Experience
(Please complete the table below. Additional sheets may be used if necessary.)

Job No.	*Employer / Organization*	*Position Title*	*Period (MM/YYYY – MM/YYYY or Present)*	*Involved properties and/or projects, and their Responsibilities*
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

Total Relevant Managerial Experience within the property and facility management sector:

____ years ____ months

3. Applicant Declaration

I hereby certify that the information provided herein is accurate and reflects my managerial experience within the property and facility management sector. I acknowledge that the HKIS may request additional details or supporting documentation if deemed necessary.

Full Name: _____ HKIH Membership No.: _____

Signature of Applicant: _____ Date: _____

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Annex C

THE HONG KONG INSTITUTE OF SURVEYORS
Property and Facility Management Division

PROFESSIONAL COMPETENCY IN PROPERTY AND FACILITY MANAGEMENT

1. Notes for Applicants

a) Apply the template in section 3 to write not more than 500 words to demonstrate the successful fulfilment of major competencies relevant to the property and facility management profession.

b) Use additional sheets where necessary. Each additional sheet shall bear the applicant's name and the relevant section or experience record number.

c) The fulfilment should not be confined to the 10 year managerial experience that states in the form of Annex B.

d) The 10 competencies are summarized in section 2. Applicants should check details competencies in the "Assessment of Professional Competency: Property and Facility Management, Notes for Guidance of Employers, Supervisors and Counsellors." of PFMD.

2. PFMD Competency Reference

1. Property Asset Management
2. Corporate Real Estate
3. Project Management
4. Property Maintenance
5. Property Management
6. Finance Management
7. Human Resources and Organization Management
8. Information Technology and Communication Management
9. Quality and Performance Management
10. Benchmarking and Research

3. Record of Professional Competencies

(Total no. of words: _____)

4. Applicant Declaration

I hereby certify that the information provided herein is accurate and reflects my managerial experience within the property and facility management sector. I acknowledge that the HKIS may request additional details or supporting documentation if deemed necessary.

Full Name: _____ HKIH Membership No.: _____

Signature of Applicant: _____ Date: _____