

23 September

MR LAU

COPY

Dear Mr LAU

Probationer of HKIS

I am pleased to inform you that your captioned application was approved on 12 September in accordance with the HKIS Bye-Laws.

Your membership status with the Institute is as follows:

Membership Grade: Probationer (admitted on 12 September)

Membership Number: 896

Division: Building Surveying

You are encouraged to visit the Institute's website www.hkis.org.hk for news and CPD events, and be conversant with the Institute's "Constitution and Bye-Laws", "Rules of Conduct" and "Guidance Notes for Continuing Professional Development".

I wish you every success in your pursuit of the surveying profession.

Yours sincerely



Sr C K Lau
President



總辦事處 Head Office

香港上環干諾道中111號永安中心12樓1205室
Room 1205, 12/F Wing On Centre,
111 Connaught Road Central, Sheung Wan, Hong Kong
Telephone: 2526 3679 Facsimile: 2868 4612
E-mail: info@hkis.org.hk Web Site: www.hkis.org.hk

北京辦事處 Beijing Office

中國北京市海澱區高樑橋斜街59號院1號樓
中坤大廈6層616室 (郵編: 100044)
Room 616, 6/F, Zhongkun Plaza, No.59 Gaoliangqiao Xiejie,
No.1 yard, Haidian District, Beijing, China, 100044
Telephone: 86 (10) 8219 1069 Facsimile: 86 (10) 8219 1050
E-mail: info-bjo@hkis.org.hk Web Site: www.hkis.org.hk

From:

Sent: Friday, July 15,

To:

Cc:

Subject: HKIS BS APC (Admission)

HONG KONG INSTITUTE OF SURVEYORS 香港測量師學會

BUILDING SURVEYING DIVISION 建築測量組

LAU xxxxx

**Assessment of Professional Competence (Building Surveying)
Approval of Practical Training for the Commencement of the APC**

I refer to your application on Form APC1/BS received on 6 July to enter the Assessment of Professional Competence in Building Surveying in pursuance of the professional qualification,

Your candidate no. is **B24/16** which should be quoted in all APC-related correspondence.

Subject to your sustaining valid membership as a probationer of the Institute, the practical training you are receiving is approved on the basis of the information provided. Your approved 2 years period of training is deemed to commence on **6 July** in under the mentoring of as your counsellor. You are reminded to maintain close liaison with your counsellor so that he may monitor the progress of your training and provide guidance as appropriate. By copy of this email, Sr Ho's attention is drawn to the obligations of counsellors set out in the Guidance Notes for Counsellors and Assessors.

Please print out a copy of this email and present it to the HKIS Administration Office on 12/F, Wing On Centre, to collect the necessary documentation comprising a Log Book (Form APC2/BS), and six copies of Self Assessment Report (Form APC3/BS). These forms are also available at

http://www.hkis.org.hk/en/professional_apc.php. The Rules and Guide to the APC in Building Surveying , and the Guidance Notes for Counsellors and Assessors, can be downloaded from the Institute's web site at www.hkis.org.hk.

If you change your employment or your counsellor, you should apply for supplementary approval within one month of such changes. Applications should be made on Form APC1S/BS.

You should observe the Rules and Guide diligently particularly as regards timing for subsequent components of the APC. Any undue delay will prejudice your pursuit of professional qualification. You should prepare your Self Assessment Reports for every 9 months of training and file in copies of the vetted reports within one month of **6 April** , **6 January** , and **6 October** . You may apply in August to undertake the **Practical Task** . Meanwhile you should also undertake structured learning as stipulated in the Rules and Guide.

I wish you every success in your professional pursuit.

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Chairman, BS Divisional Education Committee

15 July