

New Admission (Professional Member) 新申請 (專業會員)     Upgrade to Professional Member 升級至專業會員 (Membership No. 會員編號: \_\_\_\_\_)     Upgrade to Fellow Member 升級至資深會員 (Membership No. 會員編號: \_\_\_\_\_)

### Part 1 - Personal Information 個人資料

Surname 姓氏 (英文) \_\_\_\_\_ Given Name 名字 (英文) \_\_\_\_\_ Name in Chinese 中文全名 \_\_\_\_\_  
 Salutation 稱謂 \_\_\_\_\_ HKID Card/ Passport No. 身份證 / 護照號碼 \_\_\_\_\_ Contact No. 聯絡電話 \_\_\_\_\_  
 Mr     Ms     Miss     Dr \_\_\_\_\_  
 Correspondence Address 通訊地址 \_\_\_\_\_ Personal Email 個人電郵 \_\_\_\_\_

### Employment Information 工作資料

Name of Company 公司名稱 \_\_\_\_\_ Job Title 職銜 \_\_\_\_\_  
 Company Address 公司地址 \_\_\_\_\_  
 Office Email 公司電郵 \_\_\_\_\_ Direct Line No. 直線電話 \_\_\_\_\_

No. of Years Working in HR Sector 人力資源管理相關工作年資  
 0 - 7     8 - 14     15 - 20     > 20  
 Preference for Receiving HKIHRM Information 接收香港人力資源管理學會訊息的方法  
 Mailing 郵件     Personal Address 個人地址     Personal Email 個人電郵  
 Office Address 公司地址    Email 電郵     Office Email 公司電郵  
 No Please 不接收     No Please 不接收

### Part 2 - Academic/Professional Qualification/Training Attained 獲頒學歷 / 專業資格 / 培訓

Please provide information in reverse chronological order. The copy of academic proofs is requested.

請按倒序提供資料，並提交有關證明文件副本。

Name of Institution / Professional Body 機構 / 專業團體名稱	Qualification / Designation (e.g. Bachelor of HRM / Associate Member) 獲頒學歷 / 專業資格	Major (e.g. HRM) 主修	Place / Country (e.g. HK, UK) 地方 / 國家	Date of Award (Month / Year) 頒發日期

### Part 3 - Employment History 工作經驗

Please provide 請提供:

- Curriculum Vitae (CV) with your current / most recent position held and job duties; AND 最新的履歷表 (附有你現時/最近的就業狀況及職責); 及
- Organisation chart to show your position in the department in your current / most recent employment 公司架構圖表，以顯示你現時/最近的就業職位在所屬部門/公司的位置

\* At least the recent **8 YEARS** HR-related employment history for Professional Membership application; while the recent **15 YEARS** HR-related employment history for Fellow Membership application. An evaluation mechanism approved is required for relevant assessment.

申請專業會員須填寫最近 **8 年** 的工作經驗；申請資深會員須填寫最近 **15 年** 的工作經驗。學會將要求申請人接受評審考核。

### Part 4 - Supplementary Information 附加資料

Please provide 請提供:

Professional Membership Application 申請專業會員

Details of your **involvement\*** OR **contribution\*** to HKIHRM or the HR profession 你曾參與\*學會或人力資源管理業界的活動或曾作出的貢獻\*

\* Involvement or contributions: Having participated in HR-related programmes, courses or seminars organised by HKIHRM or other organisations; mentoring, teaching, providing professional advice to HKIHRM or the HR profession.

參與或貢獻: 如曾參加由學會或其他機構舉辦的人力資源管理相關的活動、培訓及課程；擔任師導計畫的導師、講師或為學會或業界提供專業意見

Fellow Member Application 申請資深會員

Details of your **contributions** to (i) your own organisation with significant HR impacts; **and** (ii) HR Community; **and** (iii) the community at large as an HR professional 你對貴公司、人力資源管理業界及以人力資源從業員對整個社會等三方面所作出的貢獻

## Part 5 - Nomination 會員提名

The Institute may seek a confidential reference from your nominator to consider your application.

學會可能會徵詢以下提名人，以進一步考慮你的會籍申請。

### Professional Membership Application 申請專業會員

Nominated by one existing **Professional or Fellow Member** 須獲一名現任的專業或資深會員提名支持

### Fellow Member Application 申請資深會員

Nominated by one existing **Fellow Member** 須獲一名現任的資深會員提名支持

Full Name 姓名 \_\_\_\_\_

Membership No. 會員編號 \_\_\_\_\_

Relationship with the Nominee 與提名人的關係 \_\_\_\_\_

Name of Company 公司名稱 \_\_\_\_\_

Job Title 職銜 \_\_\_\_\_

Signature 簽署 \_\_\_\_\_

Email 電郵 \_\_\_\_\_

Contact No. 聯絡電話 \_\_\_\_\_

Date 日期 \_\_\_\_\_

## Part 6 - Company Information 公司業務資料

### Business Sector (one choice only) 行業 (只選一項)

- |  |   |  |  |
|--|---|--|--|
| <input type="checkbox"/> Business Service<br>商業服務              | <input type="checkbox"/> Electricity / Water / Gas<br>電力 / 水務 / 煤氣            | <input type="checkbox"/> Hi-tech / Information Technology / Telecom<br>高科技 / 電腦 / 電訊 | <input type="checkbox"/> Shipping / Terminals / Freight Forwarding<br>船務 / 碼頭 / 貨運 |
| <input type="checkbox"/> Communication<br>傳播                   | <input type="checkbox"/> Electronics / Garment / Toy Industry<br>電子 / 成衣 / 玩具 | <input type="checkbox"/> HR Related Consultancy<br>人力資源諮詢                            | <input type="checkbox"/> Social Community & Personal Services<br>社會、社區及個人服務        |
| <input type="checkbox"/> Construction / Real Estate<br>建築 / 地產 | <input type="checkbox"/> Finance / Insurance / Banks<br>金融 / 保險 / 銀行          | <input type="checkbox"/> Import / Export / Trade<br>進出口貿易                            | <input type="checkbox"/> Transportation / Storage<br>交通 / 倉存                       |
| <input type="checkbox"/> Diversified / Conglomerate<br>多元化的業務  | <input type="checkbox"/> Food & Beverages / Hospitality<br>飲食 / 酒店            | <input type="checkbox"/> Manufacturing<br>製造   | <input type="checkbox"/> Others, Please Specify<br>其他, 請註明 _____                   |
| <input type="checkbox"/> Education Institute<br>教育機構           | <input type="checkbox"/> Government Department<br>政府部門                        | <input type="checkbox"/> Retail / Wholesale<br>零售 / 批發                               |  |

### Company Shareholding / Ownership (one choice only) 公司股權 / 產權 (只選一項)

- |  |  |  |  |  |
|--|--|--|--|--|
| <input type="checkbox"/> Private Company<br>私人公司 | <input type="checkbox"/> Government / Public Bodies / NGO<br>政府 / 公共機構 / 非政府組織 | <input type="checkbox"/> HK Listed Company<br>香港上市公司 | <input type="checkbox"/> Outside HK Listed Company<br>海外上市公司 | <input type="checkbox"/> Others, Please Specify<br>其他, 請註明 _____ |
|--|--|--|--|--|

Company Size (No. of Staff) 公司規模 (員工人數) Hong Kong 香港 \_\_\_\_\_ China 中國 \_\_\_\_\_ Other Region(s) 其他地區 \_\_\_\_\_

HR Department Size (No. of Staff) 人力資源部門規模 (員工人數)  1 - 5  6 - 10  11 - 15  16 - 20  21 - 30  > 30

## Part 7 - Channel to Know About the Institute 認識本學會之途徑

- |  |  |   |  |  |
|--|--|---|--|--|
| <input type="checkbox"/> Internet<br>互聯網 | <input type="checkbox"/> Referral by Friends / Colleagues<br>朋友/同事介紹 | <input type="checkbox"/> HKIHRM's Event<br>學會活動 | <input type="checkbox"/> Media<br>媒體報導 | <input type="checkbox"/> Others, Please Specify<br>其他, 請註明 _____ |
|--|--|---|--|--|

## Part 8 - Member-Get-Member Programme 會員推薦計劃

Referred By 介紹人 \_\_\_\_\_ Membership No. 會員編號 \_\_\_\_\_

## Part 9 - Acknowledgement and Declaration 確認及聲明

- I, (the undersigned) hereby apply for membership of the Hong Kong Institute of Human Resource Management and agree to abide by the rules and regulations of the Institute.  
本人(以下簽署人)特此申請成為香港人力資源管理學會的會員，並同意遵守學會所訂立的規則。
- I declare to the best of my knowledge that the information given in this application form is true and correct and all the supporting documents are true copies of the originals.  
I understand that false declaration will render me liable to disqualification or termination of membership by the Institute.  
本人謹此聲明本申請表中所提供的資料全部真實及正確，所有提供的證明文件，為未經任何修改的副本。本人明白學會如發現本人提供任何虛假資料，可隨時取消或終止本人的會員資格。
- Applicants' personal data is collected and kept for processing the application for membership and related administration purposes. The data provided will be handled in accordance with the provisions of the Personal Data (Privacy) Ordinance of the HKSAR.  
本會收集及保存個人資料將作為跟進及處理會籍申請及相關之行政的用途。所有提供的個人資料，學會將按照香港特別行政區《個人資料(私隱)條例》的規定處理。
- The personal data provided in this form will be used by the Institute for direct marketing activities, including but not limited to the promotion (e.g. special offers and discounts) for HKIHRM events, activities, training programmes, awards, survey and other services that it may deploy. If you do not wish to receive such information as stated, please indicate your objection by ticking the box.   
此表格所提供之個人資料將供本會進行直接營銷活動之用，包括但不限於學會的活動、講座、培訓、獎項、調查和其他服務的推廣(包括特別優惠和折扣)。如不欲接收此聲明中的本會資訊，請於空格內填上✓號。

I have read, understood and agreed to all details of the above declaration.  
本人已細閱並同意上述聲明之全部資料。

Signature of the Applicant 申請人簽署 \_\_\_\_\_

Date 日期 \_\_\_\_\_

**Part 10 - Submit Your Application 遞交申請表格**

**Membership Fee 會員會費**

	Professional Member (New Admission) 專業會員 (新申請)	Professional Member (Upgrading from Existing Associate Member) 專業會員 (由副會員升級)	Fellow Member (New Admission) 資深會員 (新申請)	Fellow Member (Upgrading from Existing Professional Member) 資深會員 (由專業會員升級)
Application and Entrance Fee 申請及入會費用	HK\$950	HK\$300	HK\$1,500	HK\$550
Membership Fee* 會員年費*	Admission from 1 April to 30 September 4月1日至9月30日入會	HK\$950	HK\$300	HK\$1,500
	Admission from 1 October to 31 March 10月1日至3月31日入會	HK\$475	HK\$300	HK\$750

\*Membership valid until 31 March of each year. 會籍有效期至每年3月31日。

**Payment Method 付款方式**

- PPS: Merchant code "9798" and enter the 10-digit "e-Bill Account No." printed on the invoice.  
繳費靈: 商戶編號為 "9798"。請輸入 10 位數字的 "賬單戶口號碼" (列印於發票右上方的編號)。
- E-banking: Search the HKIHRM under "Professional Institution", choose bill type "01" and enter the 10-digit "e-Bill Account No." printed on the invoice.  
網上理財: 選擇 "專業團體" > "香港人力資源管理學會有限公司" > "01 會籍"。並輸入 10 位數字的 "賬單戶口號碼"。
- Cheque: Mail a crossed cheque made payable to "Hong Kong Institute of Human Resource Management Ltd" together with the invoice.  
支票: 以郵寄形式, 郵遞劃線支票及發票至學會會址, 支票抬頭為「香港人力資源管理學會有限公司」。
- Cash: Please bring along the invoice to the HKIHRM office for the cash payment.  
現金: 親身攜同現金及發票至學會會址繳交。
- ATM / Bank Transfer: Below is our bank account information. Please send us the payment record with your form for verification.  
櫃員機 / 銀行轉賬: 請提供付款記錄以供核實, 下方為學會的銀行戶口資料。

Beneficiary Name 受款人姓名	Hong Kong Institute of Human Resource Management Ltd
Beneficiary A/C No. 受款人戶口號碼	511-290330-001
Bank Name 銀行名稱	The Hong Kong and Shanghai Banking Corporation Ltd
Bank No. 銀行編號	HSBCHKHHHKH

- Credit Card: Please complete the authorisation form below.  
信用卡: 請填妥下方的信用卡授權表格。

Credit Card Type 信用卡種類	<input type="checkbox"/> VISA <input type="checkbox"/> Mastercard <input type="checkbox"/> American Express	Expiry Date (MM/YY) 有效日期截至 (月/年)	
Card No. 信用卡號碼		Amount 金額	
Name of Card Holder 持卡人姓名		Signature 簽署	

Please send the completed form, copy of academic proofs, other required documents and cheque / payment proof by post or email to the Institute.  
請將此表格、學歷證明文件副本、其他所需文件連同支票或以上付款方式收據郵寄或電郵至本會。

**For Internal Use Only 僅供內部使用**

Followed Up By _____	Payment (Received Date) _____
Remarks _____	<input type="checkbox"/> PPS <input type="checkbox"/> E-banking <input type="checkbox"/> Cheque <input type="checkbox"/> Cash <input type="checkbox"/> ATM/Bank Transfer <input type="checkbox"/> Credit Card
	Registration Process <input type="checkbox"/> Registration <input type="checkbox"/> Approval <input type="checkbox"/> Payment <input type="checkbox"/> Account Activation