



## ORDINARY MEMBERSHIP APPLICATION FORM

### PART A: APPLICATION

1. I hereby apply for Ordinary Membership of Hong Kong Information Technology Joint Council (HKITJC).
2. This membership application is for an initial period of 2 years.

Name:

Signature:

Date:



### PART B: PERSONAL DATA

Salutation:	Sex:	中文姓名:
Surname:	Given Name:	
HK ID No. / Passport No.:	Date of Birth (mm/yyyy):	
Correspondence Address:		
e-mail:	Mobile No.:	
(Optional) I could be contacted through the following.		
WhatsApp:	WeChat:	
facebook:	LinkedIn:	

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## PART C: FUFILLING THE MINIMUM MEMBERSHIP QUALIFICATION REQUIREMENTS

The Applicant should have fulfilled the **minimum** qualification requirements (linking ICT-related education and required working experience) by selecting one of the following boxes.

Part C1: Table of minimum Membership Qualification Requirements			
	Academic Qualifications (or equivalent)	Relevant Working Experience	
	Bachelor's Degree in ICT discipline	Two (2) years	
	Bachelor's Degree in non-ICT discipline	Four (4) years	
	Higher / Professional Diploma in ICT discipline	Four (4) years	
	Ordinary Diploma in ICT discipline	Six (6) years	
	Other education background	Ten (10) years	
Note: The Post-graduate Degree is of the same category as the Bachelor Degree and the Associate Degree is of the same category as the Higher Diploma.			
Part C2: Academic Qualifications			
Qualification (e.g. BSc, PhD)	Education Institute	Discipline	Date of Award (mm/yyyy)
Part C3: Relevant Working Experience			
*Current Employer:			
Business Address:			
Business Tel.:		Company URL:	
*Applicant's Position:		Period: from                      to	
Contact for Reference:		Reference Phone No.:	
*Position	*Company Name	Period (mm/yyyy)	Contact for Reference
Past Working Experience			
		to	
		to	
		to	
		to	
		to	
		to	
		to	
		to	

\*Note: If the employer Company or Applicant's position is not obviously ICT-related, please attach a separate statement to describe the ICT-related nature.

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## Part C4: Applicant's Statement

As of the date of this application, my accrued ICT related working experience has exceeded a total of (full-time equivalent) \_\_\_\_\_ years.

## Part C5: Relevant Professional Qualifications (optional)

Name of Professional Body	Professional Qualification	Date of Award (mm/yyyy)

## PART D: APPLICANT'S DECLARATION (MANDATORY)

I state that to the best of my knowledge, I have fulfilled at least one of the minimum membership qualification requirements under Part C by the date of this application, that all the information given herein is correct, and that I will submit all the relevant supporting documents upon request.

Name:

Signature:

Date:



## PART E: PROPOSER AND RECOMMENDERS

### Part E1: Proposed by a MEMBER of HKITJC

Name:

Member ID:

Initial:

### Part E2: Recommended by Two (2) FELLOWS of HKITJC

Name:

Member ID:

Initial:

Name:

Member ID:

Initial:

## PART F: PROFESSIONAL DEVELOPMENT GROUP OF HKITJC (PDG) (Optional)

I am interested to join one or more of the following PDG(s).

Business Advancement	Finance
IT-SME	National Affairs
Next Generation Communications and Technologies	Youth and Education

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## **PART G: PERSONAL DATA (PRIVACY) NOTICE – USE OF PERSONAL DATA**

Individuals who supply data in their applications to the Hong Kong Information Technology Joint Council (“HKITJC”) are advised to note the following points, pursuant to the Personal Data (Privacy) Ordinance:

1. All information provided in this form will be used by HKITJC for the purpose relating to the performance of HKITJC’s membership administration function, including the reporting of relevant membership information to the Electoral and Registration Office of the HKSAR Government, upon their request.
2. The provision of personal data by means of this form is voluntary. It may be accessible to officers, Council members and staff of HKITJC when processing membership matters.
3. Applicants are advised to provide all the information requested in the relevant documents, where applicable, failing which HKITJC may be unable to process and consider their applications.
4. After the applications have been processed and the relevant vetting procedures have been completed:
  - a. the information collected from the unsuccessful candidates will be destroyed;
  - b. the application forms and relevant attachments of the successful candidates will become part of the file which HKITJC opens and maintains for each member.
5. Under the provisions of the Personal Data (Privacy) Ordinance, applicants have rights to request access to, and to request the correction of, their own personal data. Applicants wishing to access or make corrections to their data should submit written requests to the Chairman of Membership Committee of the Hong Kong Information Technology Joint Council.

### **DECLARATION**

I have noted the above general points pursuant to the Personal Data (Privacy) Ordinance.

1. I hereby authorize HKITJC, or its agents that are directly involved in the administration of this application, to use, check and process my data as required for my application.
2. I understand that upon successful application, my data will become a part of my member record which may be used for all purposes as prescribed under relevant membership rules and regulations of HKITJC, so long as I remain a member of HKITJC.
3. I understand the HKITJC may provide my relevant membership data to the Electoral and Registration Office of HKSAR Government, upon their request, to assist in the voter registration process.

**Name:**

**Signature:**

**Date:**



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## NOTES

### **1 Membership Fee Schedule**

- 1.1 A Bi-Annual Membership Fee of HK\$300 is required for Ordinary Membership.
- 1.2 A non-refundable one-off Administration Fee of HK\$100 is required for each Membership Application.

### **2 Membership Effective Period**

- 2.1 An Annual Membership subscription fee is required to cover a 12-month period, i.e. with effect from either **January 1** for Members registered / renewed **between January 1 and June 30** or **July 1** for Members registered / renewed **between July 1 and December 31** of each year.
- 2.2 This application is for a 2-year membership subscription period.
- 2.3 Guidelines for Membership Fee Concession Scheme is available as per website of HKITJC available at [www.hkitjc.org.hk](http://www.hkitjc.org.hk).

### **3 Procedures for Membership Application**

- 3.1 The Applicant is requested to send the completed and signed Membership Application Form (and relevant documents) to the HKITJC Secretariat Office by post or email to [membership@hkitjc.org.hk](mailto:membership@hkitjc.org.hk).
- 3.2 The Applicant can pay the Membership Fee by:
  - a crossed cheque made payable to “**Hong Kong Information Technology Joint Council Limited**” with the Applicant’s name at the back; or
  - by bank deposit to this Bank Account of HKITJC: **Hang Seng Bank A/C No. 239-435720-001**. A copy of the bank deposit note (with Applicant’s name) to the HKITJC Secretariat Office by email or post; or
  - any other payment method notified by the HKITJC Secretariat.

### **4 For inquiries, please contact the Secretariat at 2887 9113.**

– END OF APPLICATION FORM –

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## FOR INTERNAL USE ONLY

**Applicant's Name:**

(A)	Application Serial No.:	
	Date of Receipt	
	Status of Application:	<input type="checkbox"/> In Process <input type="checkbox"/> Completed <input type="checkbox"/> Rejected
(B)	Membership Grade / No.:	
	Associated PDG:	
	Membership Fee:	
	Notified:	
(C)	Remarks	

i) Application	Vetted by: _____ Name: _____ Position: _____	Approved by: _____ Name: _____ Position: _____
ii) Membership	Membership Number: _____	Class of Membership <input type="checkbox"/> Ordinary <input type="checkbox"/> Senior <input type="checkbox"/> Fellow
iii) Membership Fee	Membership Fee: _____ HK\$  Discount _____ % <input type="checkbox"/> 2-year <input type="checkbox"/> 3-years  <input type="checkbox"/> Cash <input type="checkbox"/> Cheque	Date: _____  Date: _____
Remarks:		