



The Chartered Institute of Plumbing and Heating Engineering –  
Hong Kong Branch

英國特許水務學會—香港分會

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### **Reminders & Supporting Documentations for Membership Application**

1. **Copies of academic achievements, CPD and miscellaneous professional qualification**
2. **Full details, including Job Title(s) and copy of work experience record, of work experience (from training to present employment). If applying for the category of Fellow, an extended Curriculum Vitae must be enclosed detailing work experience, emphasizing roles and responsibilities, preferable by describing significant project(s) that have been responsible for. *Reference Form is enclosed***
3. **Two nos. of ‘REFEREE FORM’ to be completed by people who know your professional capabilities. For FCIPHE, the Referee shall be either a FCIPHE, or IEng / CEng of a recognized Institute. For Membership categories other than FCIPHE, the Referee shall be either a MCIPHE, FCIPHE, or EngTech / IEng / CEng of a recognized Institute. *2 nos. of ‘REFEREE FORM’ are enclosed***
4. **Payment by Credit Card / Bank Draft for the Entrance Fee & Full Annual Subscription Fee**

**For any queries or additional information of the above, please feel free to send your message to the above address or e-mail your inquiries to the Branch for details.**

#### ***Note:***

- ***Entrance fee, non-refundable, together with the membership subscription, should be submitted with the application form, by means of Bank Draft or by means of authorization in the application form for charging on Credit Card.***
- ***List of current fees can be found at the following web-site for details:***

***<http://www.ciphe.org.uk/About-Us/Join-CIPHE/How-to-Join--Levels-of-Membership/>***

- ***To facilitate the processing of the application and avoid unnecessary delay due to incomplete / insufficient information, please furnish us as much information as possible as according to the Reminders and Requirements listed***