

THE HONG KONG INSTITUTE OF HOUSING

Application Form – Extension of CPD Submission Date

For Year _____

Name (In English)		Name (In Chinese)	
Membership No.		Contact Tel. No.	
Membership Type			
Address			
CPD Specified Period⁽¹⁾	From		To

Section A – Application for Extension of CPD Submission Date

I hereby give notice to the General Council of the Institute that I have completed the Continuing Professional Development units as listed:

Category	CPD Units achieved	Minimum CPD Requirement for Corporate Members	Minimum CPD Requirement for Practitioners
Education and Training		(minimum 5 Units)	(minimum 3 Units)
Professional Practice		(minimum 5 Units)	(minimum 3 Units)
Personal Development		(minimum 5 Units)	(minimum 3 Units)
Total		(minimum 20 Units)	(minimum 10 Units)

Hence, I am unable to fulfill the mandatory requirements on CPD as stipulated in Clause 25(b) of the By-Laws of the Institute for the renewal of membership, I hereby apply to the General Council of the Institute for an extension of the CPD submission date for (please tick as appropriate):

- ☐ 1 month
☐ 2 months
☐ 3 months

I further undertake to complete the outstanding CPD units within the extended period. My reason(s) for the extension is/are as follows (please use separate sheet if space below is not enough):

Date		Signature	
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Remark: ⁽¹⁾ Please refer to Section 2.8 of the CPD Guidance Notes of the Institute when completing the “CPD Specified Period” fields.

Section B – Payment of Provisional Annual Subscription Fee

- ☐ I would like to pay the Annual Subscription in advance and enclose a crossed cheque as follows:

Please "Tick"	Type of Membership	Annual Subscription Fee	Bank	Cheque No.
<input type="checkbox"/>	Fellow	HK\$1800		
<input type="checkbox"/>	Member	HK\$1400		
<input type="checkbox"/>	Practitioner	HK\$800		
<input type="checkbox"/>	Outstanding Fees (if any)			

- ☐ I would like to pay the Annual Subscription upon receipt of the Demand Note from the Institute.

Remarks:

- (a) If you choose to pay the Annual Subscription fee in advance, please write your full name, contact telephone number at the back of your crossed cheque and make it payable to "The Hong Kong Institute of Housing" and return the form to us by post to Units 2008-2010, Telford House, 16 Wang Hoi Road, Kowloon Bay, Kowloon, H.K.
- (b) Please note that the Provisional Annual Subscription Fee is refundable should the applicant fails to fulfill the CPD requirements by the end of the extended period and is finally rejected by the General Council of the Institute for his/her renewal of membership.
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Section C – Official Use

No.	Checked Item	Details
1	Payment of Provisional Annual Subscription in advance	Yes / No
2	Cheque Cleared	Yes / No / NA
3	Approved of Extension Granted by Membership Committee	Yes / No
4	Extended Deadline for Submission of CPD	Date : _____
5	Submission of CPD within Extended Period with Print-out from the Institute's CPD website	Yes / No
6	Renewal of Membership Supported by Membership Committee	Yes / No
7	Renewal of Membership Endorsed by General Council	Yes / No
8	Membership Record Updated to the Central Database	Yes / No