

**Application for registration as an Authorized Land Surveyor
under section 13(1) of the Land Survey Ordinance (Cap. 473)**

(Please read the notes and Personal Information Collection Statement at the end before completing this form)

To: The Registrar,

PERSONAL PARTICULARS

Name of Applicant (English): *(Sr/Dr/Mr/Mrs/Miss/Ms) _____ Name in Chinese: _____ Age: _____
(Surname) (other name)

*H.K.I.D./Passport/Travel Document No.: _____ Identity verified by: _____ (for official use)

Correspondence Address:
(English) _____
(Chinese) _____

Contact Telephone No.: _____ Fax No.: _____ E-Mail Address: _____

Company Name (English): _____ (Chinese): _____ Company Tel. No.: _____

Company Address (English): _____
(Chinese): _____

I *agree / do not agree to enter my above correspondence address or company address into the Register of Authorized Land Surveyors.

*My address to be entered into the Register shall be as follows (if different from the above addresses):

(English): _____

(Chinese): _____

Note: Please refer to paragraph 2 of the Personal Information Collection Statement on the last page.

ACADEMIC ATTAINMENT

Issuing Authority: _____ Qualifications: _____ Date:(mm/yy) _____ Subject passed and level attained: _____

PROFESSIONAL QUALIFICATIONS

HKIS membership: _____ Membership No.: _____ Date obtained:(mm/yy) _____

Other professional membership: _____ Membership No.: _____ Date obtained:(mm/yy) _____

EMPLOYMENT / EXPERIENCE

Name of firms/Govt. Dept.: _____ Address: _____ Position: _____ Capacity of works: _____ Period:(mm/yy – mm/yy) _____

PUBLICATION OF NAME

I *agree / do not agree to include my name in the List of Practising Authorized Land Surveyors for circulation to the public and Government departments. *My address shall be shown as in my personal particulars given above.

DECLARATION

I hereby apply for registration as an authorized land surveyor. I declare that to the best of my knowledge and belief the information given above to the Land Surveyors Registration Committee is true and complete and that I have not been convicted in Hong Kong or elsewhere of any offence elaborated in section 20(a) and/or section 20(c) of the Land Survey Ordinance. I understand that if I knowingly make any statement which is false in a material particular I shall render myself liable on conviction under section 35(1) of the Land Survey Ordinance to a fine at level 5 and to imprisonment for 1 year.

Signature of applicant _____ Date _____

* - Delete where inappropriate

Use separate sheets to provide the required information if necessary. Please sign and date each sheet.

NOTES

QUALIFICATIONS AND EXPERIENCE REQUIREMENTS

- (a) Qualifications that may be accepted by the Land Surveyors Registration Committee for the purpose of section 12(a) of the Land Survey Ordinance include membership of HKIS and other land surveying institute, association or organization as stipulated in that provision.
- (b) Counting of experience for the purpose of section 12(b) of the Ordinance must be one year full time employment in land boundary survey tasks which fulfill the following conditions:
- Aggregated experience totalling 12 months may be acceptable but each component should be full time and continuous for a period of not less than three months.
 - The applicant must be employed either with government or with a firm comprising at least one Authorized Land Surveyor, unless he/she is on full time self-employment in his/her own company which is of a standard not lower than that of those whose names are on the list of Approved Suppliers of Materials and Specialist Contractors for Public Works under the category of Land, Engineering and Hydrographic Survey Services issued by the Government.

DOCUMENT AND PAYMENT REQUIREMENTS

The Land Surveyors Registration Committee will meet twice annually in June and December to consider applications for registration. For timely processing of your application, please submit your application with all the required documents on or before 31 January for the June meeting or 31 July for the December meeting.

When you submit your application please also produce:

- (1) original of your H.K.I.D. or a passport or a travel document;
- (2) original and copy of your certificates of professional membership;
- (3) original and copy of documentary evidence to substantiate your professional membership under Land Surveying Division;
- (4) original and copy of the latest receipt for the annual subscription of the professional institute;
- (5) a cheque of the prescribed registration fee in the Land Survey (Fees) Regulation (Cap. 473 sub. leg. A) (cheque shall be made payable to “The Government of the Hong Kong Special Administrative Region” and crossed); and
- (6) details of land boundary survey experience in Hong Kong (commencing from date of obtaining HKIS or equivalent professional membership) in the following format. Copies of the relevant plans and survey reports, etc. should be submitted upon request. The experience should be certified by the applicant’s employer if the submitted survey plans are not signed by the applicant.

Details of land boundary survey experience in Hong Kong						
Period	Position Held / Company or Organisation	Lot no.	Location	Nature of job	Surveyed area	Nature of Lot
e.g. (mm/yy) 12/94 – 03/95	e.g. Managing Director/ABC Surveyor & Associates	e.g. Lot 5 DD399 RBL 1 LOT 999 DD381	e.g. Tsuen Wan Repulse Bay Tuen Mun	e.g. Setting out/ Boundary determination/ Subdivision	e.g. 65 m ² 100 m ² , 1.5 ha	e.g. Old Schedule (“OS”) Agricultural Lot, OS House Lot, Old New Grant (“ONG”) Agricultural Lot, ONG House Lot, Taxlord Lot; or combination of the above, or other descriptions and combinations as appropriate.
10/93 – 12/94	LS/DSO North SMO, Lands Department					
<div style="border-top: 1px solid black; width: 50%; margin: 0 auto; text-align: center;"> Name, date & signature </div>						

PLACE OF SUBMISSION

Legislation Section,
Survey and Mapping Office,
Lands Department,
Room 2228, 22/F., North Point Government Offices,
333 Java Road, North Point,
Hong Kong.

For enquiries, please contact Senior Land Surveyor/Legislation at telephone no. 2231 3343 or fax no. 2783 8492.

PERSONAL INFORMATION COLLECTION STATEMENT

- The personal data provided in this form will be used by the Land Surveyors Registration Committee for the following purposes:
 - to process your application for registration as an authorized land surveyor under the Land Survey Ordinance;
 - to establish and maintain the register of authorized land surveyors; and
 - to facilitate communication between you and the Land Surveyors Registration Committee and the Land Survey Authority.
- Your provision of all the personal data in this form is obligatory. Your application may not be processed if you fail to provide all the information as requested. Should your application be successful, personal data relating to your registration (e.g. your name, registration number, company and/or correspondence address, the qualification and experience on which your registration is based, your date of first registration, etc.) will be entered into the register of authorized land surveyors which is available for inspection by the public under sections 11(1) and 11(2) of the Land Survey Ordinance.
- The personal data provided in this form may be provided to other authorized parties (e.g. professional institutes, your employers and other Government bureaux/departments) for the purposes mentioned in paragraph 1 above.
- Requests for correction of or access to personal data provided in this form should be addressed to:

Departmental Personal Data Controlling Officer
(Attn: Senior Land Surveyor/Technical Information)
Lands Department
23/F., North Point Government Offices
333 Java Road, North Point
Hong Kong
Tel: 2231 3826 Fax: 2116 0776

FOR OFFICIAL USE ONLY

File no.:

ALS Registration no.:

Application & fee received on:

Receipt:

Application acknowledged on:

Acceptance / rejection informed on:

HKIS membership checked: Yes No

Equivalent membership checked: Yes No

Land Surveying Division checked: Yes No

Equivalent membership checked: Yes No

Validity of membership checked: Yes No

1 year local experience checked: Yes No