

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 \_\_\_\_\_ Date of Birth (DD/MM/YY) 出生日期 \_\_\_\_\_ 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 接收學會訊息的方法  
Mailing 郵件       Personal Address 個人地址       Office Address 公司地址       Do not receive 不接收  
Email 電郵       Personal Email 個人電郵       Office Email 公司電郵       Do not receive 不接收  
SMS 簡訊       Receive 接收       Do not receive 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 (附有您現時 / 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，以顯示您現時 / 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 您曾參與\*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；擔任師導計劃的導師、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 您對貴公司、人力資源管理業界以及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，以進一步考慮您的會籍申請。

**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 \_\_\_\_\_

Signature 簽署 \_\_\_\_\_

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

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

- |  |  |   |   |
|--|--|---|---|
| <input type="checkbox"/> Admin / Support Service<br>行政 / 支援服務                    | <input type="checkbox"/> Arts / Entertainment / Recreation<br>藝術 / 娛樂 / 康樂活動 | <input type="checkbox"/> Construction / Real Estate<br>建造 / 房地產               | <input type="checkbox"/> Diversified / Conglomerate<br>多元化的業務 |
| <input type="checkbox"/> Education<br>教育   | <input type="checkbox"/> Electricity / Water / Gas<br>電力 / 水務 / 煤氣           | <input type="checkbox"/> Finance / Insurance / Banks<br>金融 / 保險 / 銀行          | <input type="checkbox"/> Food & Beverages / Hotels<br>飲食 / 酒店 |
| <input type="checkbox"/> Government / Statutory<br>政府 / 法定機構                     | <input type="checkbox"/> HR Related Consultancy<br>人力資源諮詢                    | <input type="checkbox"/> Human Health<br>人類保健                                 | <input type="checkbox"/> Import / Export / Trade<br>進出口貿易     |
| <input type="checkbox"/> IT / Communication / Media<br>資訊科技 / 通訊 / 傳媒            | <input type="checkbox"/> Manufacturing<br>製造                                 | <input type="checkbox"/> Membership / Religious / Political<br>會員 / 宗教 / 政治團體 | <input type="checkbox"/> Others<br>其他                         |
| <input type="checkbox"/> Professional / Scientific / Marketing<br>專業 / 科學 / 市場營銷 | <input type="checkbox"/> Repair / Personal Services<br>維修 / 個人服務             | <input type="checkbox"/> Retail / Wholesale<br>零售 / 批發                        | <input type="checkbox"/> Retired<br>退休                        |
| <input type="checkbox"/> Social / Community<br>社會 / 社區服務                         | <input type="checkbox"/> Student<br>學生                                       | <input type="checkbox"/> Transportation / Storage<br>交通 / 倉存                  | <input type="checkbox"/> Unemployed<br>待業                     |

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

- |  |  |  |  |                                       |
|--|--|--|--|---------------------------------------|
| <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"/> Private Company<br>私人公司 | <input type="checkbox"/> Others<br>其他 |
|--|--|--|--|---------------------------------------|

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

## 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

1. 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。

2. 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。

3. 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。

4. The personal data provided in this form will be used by the Institute for direct marketing activities and notification, 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.

此表格所提供之個人資料將供本會進行直接營銷活動及通訊之用，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)。

If you do not wish to receive such information as stated, please indicate your objection by ticking the box. 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 \_\_\_\_\_

Enquiry  
查詢

Tel 電話: (852) 2837 3814

Email 電郵: membership@hkihrm.org  
Website 網址: www.hkihrm.org

Address: Units 1810-15, 18/F, Millennium City 2, 378 Kwun Tong Road, Kwun Tong  
地址: 觀塘觀塘道 378 號創紀之城 2 期 18 樓 1810-15 室

**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\$1,050	HK\$340	HK\$1,650	HK\$600
Membership Fee* 會員年費*	1 Year Subscription 一年會籍	HK\$1,050	HK\$1,650	HK\$600
	2 Years Subscription 兩年會籍	HK\$2,100	HK\$680	HK\$3,300
				HK\$1,200

\*Membership is valid until 31 March 2025 / 2026. 會籍有效期至 2025 / 2026 年 3 月 31 日。

**Payment Methods 付款方式 (Please send the payment record to [membership@hkihrm.org](mailto:membership@hkihrm.org). 請將付款記錄發送至我們的郵箱。)**

1. **E-banking:** Search 'Hong Kong Institute of Human Resource Management Ltd' under 'Professional Institution', choose bill type '01', enter 'e-Bill Account No.'.  
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」·輸入「賬單戶口號碼」。

2. **Bank Transfer (ATM / Counter Service): 銀行轉賬 (櫃員機 / 櫃位服務) :**

- Beneficiary Name 收款人姓名: Hong Kong Institute of Human Resource Management Ltd (A/C No. 收款人戶口號碼: 004-511-290330-001)
- Bank Name 銀行名稱: The Hong Kong and Shanghai Banking Corporation Ltd (SWIFT Code 銀行代碼: HSBCHKHHHKH)

3. **FPS:** Identifier "161151394" or phone number "55702553".

轉數快：轉數快識別碼「161151394」或電話號碼「55702553」。

4. **PPS:** HKIHRM merchant code: 9798. Please enter the 'e-Bill Account No'.

繳費靈：商戶編號為 9798 · 請輸入「賬單戶口號碼」。

5. **Alipay / Octopus:** Scan the corresponding QR code below by using the relevant App.

支付寶 / 八達通：用相關應用程式掃描以下二維碼。

Alipay QR Code

支付寶二維碼



Octopus QR Code

八達通二維碼



6. **Cheque:** A crossed cheque payable to "Hong Kong Institute of Human Resource Management Ltd" (in full, NOT "HKIHRM").

Post-dated cheques and foreign cheques will not be accepted. Please write down your membership no. and contact no. on the back of the cheque.

支票：劃線支票抬頭為「香港人力資源管理學會有限公司」(全名，不是「HKIHRM」)。期票和外國支票恕不接受。請在支票背面寫下您的會員編號和聯繫電話。

7. **Credit Card:** If you wish to use a credit card to settle the payment, please contact us by phone or email. An email together with the payment link will then be sent to you from 'The Global Payment Platform' (third-party service provider). To make the payment, simply click on the provided link in the email and enter your credit card information. For detailed instructions, please click to access 'User Guide'.

信用卡：如果您希望使用信用卡付款，請透過電話或電郵與我們聯絡。我們的合作商「The Global Payment Platform」(第三方服務提供者)將會向您發送一封帶有付款連結的電郵，您只需點擊電郵中提供的連結並輸入您的信用卡資訊即可付款。如需詳細說明，請點擊「[使用者指南](#)」。

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**

Payment (Received Date) \_\_\_\_\_

Followed Up By \_\_\_\_\_

Alipay / Octopus     Bank Transfer     Cash     Cheque     Credit Card  
 E-banking     FPS     PPS

Remarks \_\_\_\_\_

Registration Process

Account Activation     Approval     Payment     Registration