



## ABOUT YOUR APPLICATION

Please read the following instructions and documents carefully and comply with all requirements:

- Fill in all sections unless specifically exempted. Failure to do so will result in the application being rejected.
- Do not bind and staple the application form.
- Application which has not been properly completed will be returned for clarification.
- Tick or circle if appropriate. If there is insufficient space, please use separate papers. All fields must be filled in for processing the application.
- Retain a copy of your application and copies of all documents submitted as the HKCHMA does not accept responsibility for any documents which may be lost or damaged.
- Applicant is required to send his / her application with the required submission and fees. Please refer to the Annex A and B for details. A summary on entry requirements and submission check list are enclosed.
- We will acknowledge receipt of your application and give you an application number via email around three months. This number should be quoted in all correspondence with the HKCHMA.
- The membership Department may contact you regarding your application via email or mobile phone, please kindly provide a valid email address and mobile phone number and check your email regularly. All applicants will be notified of the results by mail. No telephone enquiry about results will be allowed.

## PERSONAL DATA (PRIVACY) ORDINANCE

- Notice relating to the Personal Data (Privacy) Ordinance is available on the HKCHMA website at [www.hkchma.com](http://www.hkchma.com).

## ENQUIRY

- For any queries, please contact the Membership Department at 3428 3632 or [admin@hkchma.com](mailto:admin@hkchma.com).

## FEE SCHEDULE

Fellow Member	Professional Member	Associate Member	Student Member
HK\$1,500.00	HK\$1,000.00	HK\$600.00	HK\$100.00



香港會所管理及發展協會  
Hong Kong Clubhouse Management Association

**PRIVATE AND CONFIDENTIAL**

會員申請表  
Membership Application Form  
Form No.:M20

For Office Use	
Application No.:	
Received Date:	
Approval Date:	
Membership No.:	
The information submitted in this form will be utilized for the purpose of maintaining the HKCHMA membership record and other related matters. Should you require corrections to or access to the personal data collected through this form, please reach out to HKCHMA directly.	

Photo
-------

Part 1 – Application for Membership Grade <small>(Refer to Annex A)</small>	
	Fellow Member (F.C.H.M) - For distinguished professionals who have made significant contributions to the field.
	Professional Member (P.C.H.M) - For experienced practitioners dedicated to advancing their expertise.
	Associate Member (A.C.H.M) - For individuals actively developing their clubhouse management knowledge and skills.
	Student Member - For those pursuing studies and preparing to enter the clubhouse management profession.

Part 2 – Personal Details				
English Name (as shown on ID)	(Surname)	(Given Name)	Chinese Name (as shown on ID)	
Gender	Female	Male	Date of Birth	
HKID Card No. (First 4 digits including alphabet - example: X123)			Nationality	
Company Name				
Position				
Email		Contact No.		
Correspondence Address				



香港會所管理及發展協會  
Hong Kong Clubhouse Management Association

**PRIVATE AND CONFIDENTIAL**

會員申請表  
Membership Application Form  
Form No.:M20

### Part 3 – Information of Current Employment

Name of Company			
Office / Clubhouse Address			
Position		Join Date	
Main Duties			

### Part 4 – Academic Qualifications (Photocopies of documentary evidence must be attached)

Start Date (MM/YY)	Award Date (MM/YY)	Name of Academic Institution	Full Title of Degree e.g. BSc (Hons) in Hospitality management	Mode of Study e.g. Full time(FT), Part time(PT) or Distance learning

### Part 5 – Professional Qualifications (Photocopies of documentary evidence must be attached)

Date Qualified (MM/YY)	Name of Professional Institution e.g. HKCHMA, HKIHRM	Membership No.	Grade e.g. Fellow, Professional



### Part 6 – Recommendation by Supporter

- *For all applications except Students. The Supporter must be a HKCHMA Professional or Fellow Member.*
- Based on my personal knowledge, I affirm that the applicant demonstrates the necessary competence for admission to the requested class of membership within HKCHMA.
- I have personally examined and verified the authenticity of the original certificate(s) and document(s) referenced in Parts 4 and 5 of the application.

Name of Supporter 1 P.C.H.M or F.C.H.M			
Class of HKCHMA Membership			
HKCHMA Membership No		Contact No	
Signature		Date	

*\*Delete whichever inapplicable*

- *For Fellow applicants only. The Second Supporter must be a Fellow Member of HKCHMA.*
- Based on my personal knowledge, I affirm that the applicant demonstrates the necessary competence for admission to the requested class of membership within HKCHMA.
- I have personally examined and verified the authenticity of the original certificate(s) and document(s) referenced in Parts 4 and 5 of the application.

Name of Supporter 2 Fellow only			
Class of HKCHMA Membership	Fellow		
HKCHMA Membership No		Contact No	
Signature		Date	

*\*Delete whichever inapplicable*



### Part 7 – Payment Method

	Cheque: Cheque should be made payable to "Hong Kong Clubhouse Management Limited". Please state your full name and contact number at the back of the cheque.		
	Cheque No.:		Name of Bank:
	Bank Transfer: Please transfer the membership fee to Hang Seng Bank account: 305-697856-883 (Account Name: Hong Kong Clubhouse Management Limited) and state your full name and contact number on the bank slip which is required to be sent to HKCHMA by post or email.		
	Transaction No:		Name of Bank:
	FPS: FPS account: <a href="mailto:admin@hkchma.com">admin@hkchma.com</a> Please state your full name and contact number under remarks.		
	Transaction No:		Name of Bank:
Date of Transfer:			

#### Important Notes

- The validity period of the eligibility of the successful applicant is from the date of approval to 31 December 2025.
- Applicants must submit (i) completed application form, (ii) membership fee and (iii) copies of relevant documents to HKCHMA by email or post.
- The Council of HKCHMA has the right to accept or reject the application without any explanation. Should the application be rejected, membership fee will be refunded to the applicant.
- The Council of HKCHMA has the right to update/change the relevant application eligibility, requirements and fees at any time.
- In case of any disputes, HKCHMA reserves the right of final decision.

Annual Subscription Fee	From 1 Jan to 31 Dec (HK\$)
Fellow	1,500.00
Professional	1,000.00
Associate	600.00
Student	100.00

	From 1 Jan to 31 Dec (HK\$)	From 1 Jul to 31 Dec (HK\$)
Fellow	1,500.00	750.00
Professional	1,000.00	500.00
Associate	600.00	300.00
Student	100.00	50.00



## Part 8 – Personal Information Collection Statement

- Purpose of Collection: The Staffs, the Committee Members, and the Council Members of HKCHMA may use applicant's personal information for the following purposes: (i) to process membership application; (ii) to promote activities related to association, including but not limited to information regarding event invitation, provision of services, training courses, research, opinion collection, or fundraising etc.; (iii) to communicate with the applicant; (iv) to list applicant's information including membership number, name and profession on HKCHMA's website and promotional materials during validity period. Applicant's personal information will be retained by HKCHMA for as long as it deems necessary or useful.
- Consequence of failing to provide Personal Information: It is necessary for the applicant to provide the personal information requested by HKCHMA. In the event that any such personal information is not provided, HKCHMA may unable to provide the applicant with the services or to carry out the activities outlined in point a. of this statement.
- Access and Correction Rights: Under the provisions of the Personal Data (Privacy) Ordinance, applicants have the right to request access to and correction of their personal information. Applicants who wish to access or make corrections to their data should submit written requests to the Secretariat of HKCHMA.
- Changes of Personal Information: Applicants are required to notify HKCHMA of any changes in their personal information.

If the applicant DOES NOT wish to receive information as stated in point a (ii) of this statement, please indicate the objection by ticking the box.

## Part 9 – Declaration

- A. I, the undersigned, have noted, understood and agreed to the contents of the Important Notes and the Personal Information Collection Statement stated in this form.
- B. I declare that all information provided in this application form is accurate and complete, and authorize HKCHMA to check and verify the information supplied pertaining to my application.
- C. I declare that I have no criminal record or outstanding criminal charges and there are no disciplinary actions against me by any professional body. I undertake to duly inform HKCHMA if I am charged with any criminal offences or if there are any disciplinary actions against me during the time that I am admitted to HKCHMC as an Associate Member.
- D. I understand that my failure to provide accurate and sufficient information in this application may disqualify my application and may hinder future contact with HKCHMA.

I have read, understood and agreed to all details of the above declaration.

Signature of Applicant

\_\_\_\_\_

Date

\_\_\_\_\_



### Summary on Entry Requirements

Fellow Member F.C.H.M	<p>Fellows are persons who have distinguished themselves in the management field either by example or by contributing towards the general body of theory, philosophy and management practice. Admission to Fellowship is by invitation; OR</p> <p>Requirements:</p> <ul style="list-style-type: none"> <li>- Individuals holding a clubhouse management-related degree acknowledged by HKCHMA, possessing substantial experience in clubhouse management; and</li> <li>- Have been a professional member of the Association for a minimum of 5 consecutive years; and</li> <li>- Possess no less than 10 years of clubhouse management experience, with at least 5 years of strategic-level work prior to applying for membership. Applicants will need to participate in an interview conducted by the Committee as part of the process.; and</li> <li>- Obtain nomination and endorsement from 1 fellow member of the association; and</li> <li>- Submission of a written account detailing relevant experience in clubhouse management; and</li> <li>- Demonstrate active contributions to enterprises, the clubhouse management industry, and society.</li> </ul>
Professional Member P.C.H.M	<p>A Professional Member may receive information from the Association, participate in the Association's activities and vote at the Annual General meetings and at the Extraordinary General meetings and to be elected to any office of the Executive Committee.</p> <p>Requirements:</p> <ul style="list-style-type: none"> <li>- Individuals holding a clubhouse management-related degree acknowledged by HKCHMA, possessing substantial experience in clubhouse management; and</li> <li>- Possess no less than 5 years of clubhouse management experience, with at least 3 years of managerial-level work prior to applying for membership. Applicants may need to participate in an interview conducted by the Committee as part of the process.; and</li> <li>- Obtain nomination and endorsement from a fellow member OR a professional member of the association; and</li> <li>- Submission of a written account detailing relevant experience in clubhouse management; and</li> <li>- Demonstrate active contributions to enterprises, the clubhouse management industry, and society.</li> </ul>
Associate Member A.C.H.M	<p>Clubhouse industry participants engaged in the relevant CH works and whose qualifications or experience does not meet the requirement of Professional Membership, may apply for Associate Membership.</p> <p>Requirements:</p> <p>Route A:</p> <ul style="list-style-type: none"> <li>- Having completed a clubhouse management-related degree or above fully endorsed by HKCHMA; or</li> <li>- Having completed a CH qualification partially endorsed by HKCHMA; OR</li> </ul> <p>Route B:</p> <ul style="list-style-type: none"> <li>- Having completed a Non clubhouse management-related degree or above; and</li> <li>- Having at least 1 year of CH work experience* verified by the applicant's employer.</li> </ul>
Student Member	<p>Person who is studying Clubhouse / Recreation / Leisure / hospitality / Tourism management or other related courses at an institution recognized by the Association may apply for Student Membership.</p> <p>Requirements:</p> <ul style="list-style-type: none"> <li>- A Full / Part-time student studying CH and related disciplines (e.g. Recreation / Leisure / Hospitality / Tourism Management)</li> </ul>
Corporate Member	<p>Corporate membership is available to organizations, companies, or private properties, seeking immediate access to clubhouse resources, including up-to-date information about the profession and market news. Employees of corporate members who participate in HKCHMA activities will enjoy member rates.</p>



香港會所管理及發展協會  
Hong Kong Clubhouse Management Association

**PRIVATE AND CONFIDENTIAL**

會員申請表  
Membership Application Form  
Form No.:M20

Annex B

### Submission Check List

Submit your membership application with all required items/documents, mark compliance with a "✓".

<b><i>For all classes of membership</i></b>		
1.	Affixing photograph in the application.	
2.	Applicant's Resume.	
3.	Supporter's signature in Part 6.	
4.	Certified true copies of academic qualification.	
5.	Applicant's signature in Part 9.	
6.	6.1 A crossed cheque payable to "Hong Kong Clubhouse Management Limited" for the following payment(s): - Entrance Fee From 1 July to 31 December (HK\$ ) - Entrance Fee From 1 January to 31 December (HK\$ ) or 6.2 Copy of Bank Slip	
<b><i>Additional item/document for Professional Membership</i></b>		
1	Written summary of your relevant experience in clubhouse management to support your membership application. (The submission should be not more than 1,000 words on the reasons for joining, understanding of clubhouse and commitment in the field.)  Guidelines on the Summary:  1. The applicant needs to write in the first person, providing a clear and balanced overview of their experience in facility management, focusing especially on the past Five years.  2. Use A4 paper with 2.5 cm margins on all sides. Staple the submission on the long side and number the pages. Keep it under 1,000 words and use double spacing on one side of the paper.  3. Applicants should highlight their professional or managerial skills in the areas they noted on their application form. Such as: - Job Functions and Professional level; - Knowledge of clubhouse management ideas and practices; - Management duties regarding staff, budgets, operations, facilities and customer services, like the scope, type, and cost of projects/clubhouses you've handled; - The challenges currently facing the industry and how to address them;  4. Applicants should end their submission by explaining why they want to join HKCHMA and their commitment to clubhouse management and the Association.	
<b><i>Additional item/document for Fellow Membership</i></b>		
1.	Secord Supporter's signature in Part 6.	

Kindly forward your application along with your cheque payment to the address provided below. For your convenience, you may cut out the address and paste it onto your envelope to ensure accurate delivery.

Chairman of Membership Committee  
Hong Kong Clubhouse Management Association  
P.O. Box 315, Tsuen Wan Post Office