Notes on the Consultant Application Form

General

1. The Estates Office of the University of Hong Kong has approved lists of consultants (the List) for the purpose of undertaking consultancy appointments.

Any consultant wishing to be considered for inclusion into the List is invited to complete and return the Consultant Application Form together with all the required documents listed below:

(i) Copies of Business Registration Certificate and Certificate of Incorporation of the company in Hong Kong;

(ii) A company Organizational Chart showing the corporate structure with name of employees, positions, line of command etc;

(iii) A list of full-time employees (all professional and technical employees) in the relevant section with names, HKID card / Passport numbers (first five characters, e.g. A1234XX(X)), positions, academic and professional qualifications, date of joining company, etc. Please also indicate the resident principal(s) of your company with # after the name(s);

(iv) Copies of the diploma / certificates of professional qualifications obtained by all professional employees;

(v) CVs of all professional employees;

(vi) A Self-declaration Statement of Full-time Employment for each professional employee confirming that he/she is currently working full-time in the company (including full name, HKID card/Passport numbers (first five characters, e.g. A1234XX(X)), current position and date of joining firm;

(vii) An information sheet giving the details of appropriate projects. This should include the project name, location, name of client, scope of service, project value, commencement date, completion date etc;

(viii) A list of computer facilities currently used in the company office including hardware and software for drafting and, if appropriate, structural design; and

(ix) A copy of the ISO 9001 certificate with the scope of certification clearly listed.
**Purpose of Personal Information Collection**

2. The personal data provided in the Consultant Application Form will be used by the Estates Office of the University of Hong Kong for the following purposes:

   (i) Activities relating to your status in the List maintained by the Estates Office and any possible regulatory actions against you such as downgrading, suspension, or removal from the List; and

   (ii) Activities relating to the assessment of the staffing aspect of your technical submissions.

The provision of personal data by means of this Form is obligatory. If you do not provide sufficient information, we cannot determine your status in the List and assess the staffing aspect of your technical submissions.

**Classes of Transferees**

3. The personal data you provide on this Form may be disclosed to Government bureaux and departments for the purpose of assessing your technical submissions or taking regulatory action against you or matters in relation thereto.

**Access to Personal Data**

4. You have a right of access and correction with respect to personal data as provided for in section 18 and 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance.

**Enquiries**

5. The submission of the Consultant Application Form and any enquiry concerning the same and/or personal data collected by means of this Form including the making of access and corrections, should be addressed to:

   Senior Technical Manager (Planning & Standards)
   Estates Office
   The University of Hong Kong
   17/F Kennedy Town Centre,
   23 Belchers Street
   Kennedy Town
   Hong Kong

   Tel 2816 8263

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