



香港建築師學會  
The Hong Kong Institute of Architects

**Nomination to Asbestos Administration Committee**

The Environmental Protection Department is inviting HKIA to nominate a member of the Institute to the Asbestos Administration Committee (AAC) for the new term of two years commencing a period of two years commencing 8 March 2012. The nominee will also sit in the Asbestos Consultant Assessment Sub-committee under the AAC.

The functions of the AAC are :

- (a) to assist in processing applications for registrations as asbestos professionals;
- (b) to hear disciplinary complaints against registered asbestos professionals; and
- (c) to carry out other asbestos-related functions and duties that the Air Pollution Control Authority may delegate.

The above nomination is open to all members for registering interests for being nominated to AAC. Members are advised to read the enclosed HKIA guidelines on "Nominating Members to External Government / Advisory and Statutory Bodies". Appointed HKIA nominees shall provide written reports and simple summary statements to the Institute after each meeting and/ or from time to time for Board's information and distribution to general members where appropriate. Please refer to attachment for more details.

Should you be interested in being nominated, please register your interest by completing the following reply form and prescribed CV form and return it to HKIA Secretariat by fax no. at 2519 6011 not later than 5:30pm of 27 January 2012 (Fri).

**Board of Local Affairs  
The Hong Kong Institute of Architects**

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**Reply Form To : HKIA Secretariat (Fax: 2519 6011)**

I have read the HKIA Guidelines on "Nominating Members to External Government / Advisory and Statutory Bodies" and would like to register my interest for being nominated by HKIA to Asbestos Administration Committee.

Name: \_\_\_\_\_ HKIA Membership No. & Full Member Since: \_\_\_\_\_

Company Name and Position : \_\_\_\_\_

Details for introducing you (*you may submit separate CV if necessary*): \_\_\_\_\_

No. of External / Government Advisory and Statutory Bodies currently serving : (*please state no. and list*) \_\_\_\_\_

Office Tel / Mobile : \_\_\_\_\_ Fax : \_\_\_\_\_ E-mail: \_\_\_\_\_

Signature : \_\_\_\_\_

**個人履歷表 (私人及機密)**  
**CURRICULUM VITAE FORM (PRIVATE AND CONFIDENTIAL)**

請填妥本表格並交回：  
 香港灣仔軒尼詩道130號  
 修頓中心31樓  
 民政事務局個人檔案部  
 (經辦人：行政主任(個人檔案))

Please complete and return this form to：  
 Secretary for Home Affairs  
 (Attention: Executive Officer (Personality Index))  
 Personality Index Section Home Affairs Bureau  
 31/F Southorn Centre 130 Hennessy Road  
 Wan Chai Hong Kong



在填寫本履歷表前，請先細閱第四頁的須知事項。為方便將資料輸入電腦，請盡可能以英文填寫。  
 Please read the Points to Note on page 4 carefully before you complete this curriculum vitae form.

香港身份證號碼 HK Identity Card No.:	<input type="text"/>	稱謂：*先生/女士/太太/小姐/博士/醫生/教授/牧師/其他： Title: *Mr/Ms/Mrs/Miss/Dr/Prof/Rev/Others:
中文姓名 Name in Chinese:	英文姓名 Name in English:	
中文姓名電碼 Chinese Name in Code:	姓氏 Surname	名 Given Name
獲頒勳銜及獎章 (包括獲委任為太平紳士) Honours and Awards (including appointment as Justice of the Peace):	頒授 / 委任日期 Date of Award/Appointment:	
是否香港永久性居民? Are you a Hong Kong Permanent Resident?	*是 / 否 *Yes / No	國籍 Nationality:
出生年月: Month and Year of Birth:	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> 月Month 年Year	性別: *男 / 女 Sex: *M / F
婚姻狀況: *未婚 / 已婚 / 離婚 / 分居 / 喪偶 Marital Status: *Single/Married/Divorced/Separated/Widowed	是否有子女? Do you have children? :	*是 / 否 * Yes / No
配偶中文姓名 Name of Spouse in Chinese:	配偶英文姓名 Name of Spouse in English:	
辦事處地址 Office Address:	(可選擇是否填寫 Optional) 住宅地址 Residential Address:	
電話號碼 Telephone No.:	電話號碼 Telephone No.:	
流動電話號碼 Mobile Phone No.:	請以 *辦事處 / 住宅 地址作為郵寄地址。	
傳真號碼 Facsimile No.:	Please use the * office / residential address as the mailing address.	
電郵地址 Email Address:		
職業 Occupation/Profession (註釋1 Explanatory Note 1):		
現時職位 Current Employment <sup>+</sup>		
公司 / 機構 Company / Organization	職銜 Post Title	業務性質 Nature of Business

\*刪去不適用者 Delete where inappropriate

\*可按需要另加紙填寫 Please use supplementary sheets if necessary

能講或能寫的語言/方言 Languages/Dialects : *中文 Chinese / 英文 English / 廣東話 Cantonese / 普通話 Putonghua 其他(請註明) Others (please specify) :
教育程度 Educational Level : * 小學 Primary / 中學 Secondary / 大專 Post-Secondary / 大學 University 曾就讀的學校 (可選擇是否填寫) Schools Attended (Optional) :
獲取資格 Qualifications Attained <sup>+</sup> :
有興趣關注的事項 / 專業知識 (註釋2) Interest / Expertise (Explanatory Note 2) :
如有近親現時出任政府委員會成員，請提供其姓名： Please give the name(s) of any close relatives serving on Government boards and committees:
與政黨/政團的聯繫 (可選擇是否填寫) Affiliations to Political Parties/Political Groups (Optional) :

在政府委員會的社會服務 <sup>+</sup> Community Service on Government Boards and Committees <sup>+</sup>			
委員會名稱 Name of Board/Committee	現任/曾任職位 (註釋3) Capacity in which you are serving/have served (Explanatory Note 3)	期間 Duration	
		由 From	至 To

\*刪去不適用者 Delete where inappropriate

<sup>+</sup>可按需要另加紙填寫 Please use supplementary sheets if necessary

在志願團體、行業組織、社區組織及政治組織的社會服務（政府委員會除外）<sup>+</sup>  
**Community Service on Voluntary Agencies, Trade, Community and Political Organizations  
(other than Government Boards and Committees)<sup>+</sup>**

團體 / 活動名稱 Name of Organization/Activity	現任/曾任職位（註釋3） Capacity in which you are serving/have served (Explanatory Note 3)	期間 Duration	
		由 From	至 To

**聲 明 DECLARATION**

本人已細閱第四頁的須知事項。本人謹此聲明，在此履歷表上填報的資料，就本人所知，均屬真確及最新的資料。本人明白並同意，本人所提供的個人資料可作須知事項第1段所列出的用途。

I have read the POINTS TO NOTE on page 4. I declare that the information provided in this form is accurate and up-to-date to the best of my knowledge. I agree and understand that the personal data I have provided may be used for the purposes listed in paragraph 1 of the POINTS TO NOTE.

簽署 Signature: \_\_\_\_\_ 日期 Date: \_\_\_\_\_

( )

姓名以正楷填寫 Name in BLOCK LETTERS

<sup>+</sup>可按需要另加紙填寫 Please use supplementary sheets if necessary

## 須知事項

你按本履歷表的要求提供個人資料，完全是出於自願。你所提供的個人資料將依照《個人資料(私隱)條例》(第486章)的規定予以處理。

### 使用個人資料

1. 你在本履歷表所提供的個人資料，將由政府總部民政事務局保存。民政事務局可使用有關的個人資料，並可向政府其他局及部門透露這些資料，作下列用途：
  - (a) 有關政府委任事宜，包括政府委員會的任命；
  - (b) 方便政府與你聯絡；
  - (c) 方便頒授獎狀/獎章（若有的話）；及/或
  - (d) 與上述目的直接有關的用途。

你在“職業/專業”、“現時職位”及“在政府委員會的社會服務”欄內填報的個人資料，也有可能因上述(a)項或(c)項所述的用途而公開讓公眾參閱。除非你表明同意或香港特別行政區的法律容許，否則你在本履歷表所提供的個人資料將不會用作上述目的以外的用途。

### 取閱個人資料

2. 你有權：
  - (a) 取得民政事務局所保存有關你的個人資料的列印本；
  - (b) 要求改正你的個人資料。

### 查詢

3. 凡涉及本履歷表所收集的個人資料或與本履歷表有關的任何查詢，均可向以下人員提出：  
香港灣仔軒尼詩道130號  
修頓中心31樓  
政府總部民政事務局  
行政主任（個人檔案）  
【電話：2835 1575 / 電郵地址：eo\_pi@hab.gov.hk】

### 個人聲明

4. 請在履歷表第三頁的聲明內簽名，然後把填妥的表格交回民政事務局局長。

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## POINTS TO NOTE

It is voluntary for you to supply the personal data requested of you in this form. Any personal data provided will be treated in compliance with the Personal Data (Privacy) Ordinance (Cap. 486).

### Use of Personal Data

1. Personal data provided by means of this form will be retained by the Home Affairs Bureau, Government Secretariat. The personal data will be used by the Home Affairs Bureau and may be disclosed to other Government bureaux and departments for the following purposes:
  - (a) activities relating to Government appointments, including appointments to Government boards and committees;
  - (b) to facilitate communication between Government and yourself;
  - (c) to facilitate the granting of awards (if any); and/or
  - (d) any other purpose directly related to the above purpose(s).

Personal data provided under “Occupation/Profession”, “Current Employment” and “Community Service on Government Boards and Committees” may also be disclosed to the public for information in connection with matters relating to (a) or (c) mentioned above. Personal data provided in this form will not be used for purposes other than those mentioned above unless you have given prescribed consent to such use or unless such use is permitted by the Laws of Hong Kong Special Administrative Region.

### Access to Personal Data

2. You have the right to:
  - (a) obtain a printed copy of your personal data held by the Home Affairs Bureau;
  - (b) request the correction of your personal data.

### Enquiry

3. All enquiries concerning the personal data collected in this form or the form itself should be addressed to:  
Executive Officer (Personality Index),  
Home Affairs Bureau, Government Secretariat,  
31/F, Southorn Centre, 130 Hennessy Road,  
Wan Chai, Hong Kong.  
(Tel: 2835 1575 / Email Address : eo\_pi@hab.gov.hk)

### Declaration by Individuals

4. Please sign the declaration on page 3 of the form and return the completed form to the Secretary for Home Affairs.

**註 釋 EXPLANATORY NOTE**

1. **職業**  
Occupation/Profession 請在下列各項選擇一項最能代表你的職業：  
Please choose **one** of the following which best describes your occupation/profession:
- |  |                                    |
|--|------------------------------------|
| 會計 accountancy                                   | 進出口 import & export                |
| 漁農業 agriculture & fisheries                      | 資訊科技 information technology        |
| 建築、都市規劃及測量 architectural, planning and surveying | 保險業 insurance                      |
| 藝術及文化 arts and culture                           | 法律 legal                           |
| 銀行及金融服務 banking and financial services           | 製造業 manufacturing industry         |
| 商業 business                                      | 市場推廣 marketing                     |
| 飲食 catering                                      | 醫療衛生服務 medical and health services |
| 中醫 Chinese medicine                              | 地產及建造業 real estate & construction  |
| 教育 education                                     | 宗教 religious                       |
| 工程 engineering                                   | 社會福利 social welfare                |
| 高等教育 tertiary education                          | 體育 sports                          |
| 酒店及旅遊 hotel and tourism                          | 航運交通及物流 transport and logistics    |
| 人力資源 human resources                             | 批發及零售 wholesale & retail           |
|  | 其他〔請註明〕others (please specify)     |
2. **有興趣關注的事項 / 專業知識**  
Interest / Expertise 請註明你對下列那方面有興趣關注或有專業知識（可選擇多於一項）：  
Please indicate your interest/expertise in any of the following fields (you may choose more than one item):
- |  |  |
|--|--|
| 漁農業 agriculture and fisheries  | 牌照事務 licensing                           |
| 上訴委員會 appeal boards  | 製造業 manufacturing industry               |
| 藝術、演藝事業及文化 arts, performing arts and culture   | 囚犯福利 prisoners' welfare                  |
| 金融（包括銀行、證券、保險、會計） finance (including banking, securities, accountancy and insurance) | 公眾健康及衛生 public health and hygiene        |
| 兒童事務 children matters  | 科學及科技 science and technology             |
| 教育 education   | 社會福利 social welfare                      |
| 長者事務 elderly matters   | 體育及康樂 sports and recreation              |
| 環境問題 environmental matters   | 電訊及廣播 telecommunication and broadcasting |
| 性別課題 gender matters  | 貿易 trade                                 |
| 酒店及旅遊 hotel and tourism  | 航運交通及物流 transport and logistics          |
| 房屋 housing   | 信託基金 trust funds                         |
| 勞工事務 labour matters  | 青年事務 youth matters                       |
| 治安 law and order   | 其他〔請註明〕others (please specify)           |
| 法律問題 legal matters   |  |
3. **現任/曾任職位**  
Capacity in which you are serving/have served 請註明你是否任職主席、副主席、委員、當然委員或代表委員。  
Please indicate whether you are serving / have served as chairman, vice-chairman, member, ex-officio member or representative member.

## **HKIA Guidelines on Nominating Members to External/Government Advisory and Statutory Bodies**

### **1. Guidelines**

- 1.1 The nomination principle is based on merit, under which a candidate's ability, expertise, experience, previous performance and commitment to act diligently in representing the Institute would be the important consideration in the nomination process.
- 1.2 Taking on the principle in 1.1 for individuals, the nomination process should be able to effect a reasonable turnover of representation and membership participation but at the same time, providing the necessary continuity to the external boards and committees.
- 1.3 At the beginning of each year, the President, in consultation with the Office Bearers, the relevant Board Chairs and the Registrar, shall lead the Council to work out a strategy and plan ahead on all nominations that are expected in that particular year, based on an analysis of current serving members on various external boards and committees. The same nomination principle will also apply to any new requests for nomination that are received in the course of the year.
- 1.4 The Council may request the relevant Boards to carry out the Nomination Process on its behalf in one of the following ways:
  - a) by way of re-nomination of existing representative, following the 4 years' rule.
  - b) by way of invitation for nomination/express of interest to
    - i) general membership and/or
    - ii) members of relevant Boards/ Committees

In such case, the manner of short-listing from nominated/interested individuals for recommendation to the Council should be left to the decision of the Board Chair of the relevant Board. However, voting among members of the Board should normally be considered.

- c) by way of invitation to individuals whom the Council may think appropriate.
- 1.5 All proposals for nomination, whether they are from the President, the Office Bearers, and Board Chairs, as individual or on behalf of the Board requested by the Council to make such nomination, should be approved by the Council. Approval by circulation will be arranged in urgent case.
- 1.6 Normally, no individual shall sit on the same external/government body for more than a consecutive period of 4 years and shall not serve on more than 6 external advisory and statutory bodies nominated by HKIA at any one time (not including serving as 'alternate member').
- 1.7 Before making nominations to the Council, agreement of the individual nominee should be sought, particularly in respect of serving diligently when appointed to represent HKIA by attending meetings and providing written reports and summary statements to the HKIA from time to time for information of the Council/ relevant Boards or sometimes to the general membership when appropriate.
- 1.8 The Principle of Transparency should be carried throughout the process of nomination as far as practicable.

### **2. Declaration of Interest**

- 2.1 When accepting nomination from the Council, the nominee should be aware and made aware to the Council whether the acceptance of such nomination would constitute a direct conflict with other External/Government Advisory Statutory Bodies that he/she is serving. e.g. One should not accept nomination to an appeal board of a statutory body that one is serving in.
- 2.2 Each HKIA nominee, when appointed, is required to sign a statement declaring situation(s) of conflict of interest, if any, for information of the relevant Board and for record by the Secretariat.

*Endorsed on 16 December 2008 by Council*