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|  | Hong Kong Green Building Council |

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| For official use only |
| Application No.: RCx - \_\_\_\_\_\_\_ |

Form A1

**Application Form for Registered RCx Practitioners / RCx Professionals**

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| **Important Notes to Applicants**   1. Please read carefully the “Process of Registered RCx Practitioners / Professionals” (<http://retro.hkgbc.org.hk/textdisplay.php?serial=56>) and “RCx Candidate Handbook” (<http://retro.hkgbc.org.hk/download/RCx_Candidate_Handbook.pdf>) BEFORE completing this application form. 2. Registration process will be carried out by HKGBC upon a complete qualification and required information/documents provided by applicants have been received. 3. Copies of academic qualification(s) and professional membership certificates, together with curriculum vitae which may include a detailed profile of RCx related projects (if any) in which the applicant has been involved, the applicant’s role, and the nature of RCx process, responsibilities and experience gained), and documentary evidence (e.g. letters from employers, etc., if any) can be included in the application. 4. This Application Form together with all necessary supporting documents (either softcopies or hardcopies) should be submitted either through RCx registration website (<http://retro.hkgbc.org.hk/>), by email to [rcx@hkgbc.org.hk](mailto:hkgbc.rcx@hkgbc.org.hk), or by mail to the Department of Research and Public Education – Hong Kong Green Building Council, 1/F, Jockey Club Environmental Bldg, 77 Tai Chee Avenue, Kowloon Tong, Hong Kong . Please state “Private and Confidential - Application for Registered RCx Practitioner/Professional” on the envelope or the subject of the email. This application form must be submitted together with the documents, if applicable, listed in the Document Checklist. Please provide other relevant supporting documents where necessary. Original certificate / transcript or other important documents should **NOT** be sent to HKGBC by mail. 5. Upon submission, this Application Form and all other attached documents become part of HKGBC records and are not returnable regardless of the assessment result. 6. Entries in Sections 2 to 6 of this form should be made in reverse order of time, i.e. starting with the most recent experience. |

**Application for**

Please insert your photo here.

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| Registered RCx Practitioner (Level 2) (#Normal / Mature / Accreditation) |  |
| Registered RCx Professional (#Normal / Mature / Accreditation / Grandparenting Route). |  |

| **Section 1 Personal Particulars**  (Please enter your name as shown on your HKID or other identification documents) | | | |
| --- | --- | --- | --- |
| Surname\* | Given Names in full\* | | |
| Prof./Dr /Ir / Mr/Mrs/Ms/Miss\*# | Female/Male\* # | | HKID/Passport No.\*#  (First character and first 4 numbers only) |
| Chinese Name (If applicable) | | | Date of Birth (dd-mm-yyyy)\* |
| Correspondence address (P.O Box is not acceptable)\* | | | |
| Tel No. (Office) | | Tel No.(Mobile)\* | |
| Email Address\* | | | |
| Company Name\* | | | |
| Position\* | Department\* | | |
| Company Address\* | | | |
| Registered RCx Services Provider Name\*\* | | | |
| Position\*\* | Department\*\* | | |
| Company Address\*\* | | | |

*\* Mandatory field # Delete as appropriate*

*\*\* Please enter the information if different from the above*

*Input “N/A” if it is not applicable.*

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| **Section 2 Academic Qualifications (In reverse order)\***  This section is applicable to the following applicant:  Normal Route - RCx Practitioner (Level 2)  Normal Route - RCx Professional | | | | | |
| From  (mm/yyyy) | To  (mm/yyyy) | Name of Academic Institution | Mode of study  (Part-time, Full-time, Distance Learning) | Awarded Title | Date Achieved  (mm/yyyy) |
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+ Please insert additional rows in the word document (if applicable).

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| **Section 3 Professional Qualifications (In reverse order)**  This section is applicable to the following applicant:  Normal Route - RCx Professional | | | |
| Name of Professional Body\* | Membership No. / Title\* | Date achieved\*  (mm/yyyy) | Membership Expiry Date\*  (mm/yyyy) |
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+ Please insert additional rows in the word document (if applicable).

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| **Section 4 RCx Practitioner / Professional Certification (In reverse order)\*** | | | | | |
| From  (dd/mm/yyyy) | To  (dd/mm/yyyy) | Name of Course Provider | Mode of study  (Part-time, Full-time, Distance Learning) | Course Name/ Awarded Title | Duration  (hours) |
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| **Section 5 Employment History (In reverse order)\***  Your curriculum vitae should be attached together with this applicant form as supporting document.  **For Normal Route:**  RCx Practitioner (Level 2) - At least 1 year relevant working experience on building energy efficiency in consultants, energy services providers, facility management , developers , contractors , equipment suppliers, etc.  RCx Professional - At least 3 years relevant working experience on RCx, building energy efficiency in consultants, energy services providers, facility management , developers , contractors , equipment suppliers, etc.  **For Mature Route:**  For RCx Practitioner (Level 2) - 10 years working experience (include 7 years or above in Facility Engineer position)  RCx Professional - 15 years or above in Facility Engineer / Management position | | | | | |
| From  (mm/yyyy) | To  (mm/yyyy) | No. of years | Name of Organisations | Position | Scope and Responsibilities |
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|  | Total^ |  |  |  |  |

+ Please insert additional rows in the word document (if applicable).

^ Applicant should count only once for experience in overlapping periods.

| **Section 6 Practical Experience in RCx (In reverse order)\***  Each listed project should be provided with documentary evidence.  This section is applicable to the following applicant:  Normal Route - RCx Professional (Please submit at least 2 project references)  Mature Route – RCx Practitioner (Level 2) (Please submit at least 1 project reference)  Mature Route – RCx Professional (Please submit at least 2 project references)  The Annex 1# must be completed with project details of your participated project(s) and submitted together with this application form. If the Annex 1 cannot be signed by supervisor/client, you may provide documents such as extract of tender documents/email correspondences/meeting minutes/T&C documents to prove your participation in the project(s). | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Project Ref.\*\* | From  (mm/yyyy) | To  (mm/yyyy) | No. of months you worked on this project | No. of months you worked on this project **in Hong Kong** | Name of project (Hong Kong or overseas) | No. of Project team members  (Including the applicant) | Your role in this Project | Scope, responsibilities and experience gained |
| PR01 |  |  |  |  |  |  |  | Refer to Annex 1 |
| PR02 |  |  |  |  |  |  |  |
| PR03 |  |  |  |  |  |  |  |
| PR04 |  |  |  |  |  |  |  |
| PR05 |  |  |  |  |  |  |  |
|  | | Total^ |  |  |  |  |  |  |

+ Please insert additional rows in the word document (if applicable).

^ Applicant should count only once for experience in overlapping periods.

\*\*Please indicate the Project Reference on your Portfolio attached.

# Annex 1 can be downloaded at <http://retro.hkgbc.org.hk/textdisplay.php?serial=63>

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| **Section 7 References**  Please provide details of at least one referee. The first referee can be a representative of an RCx Services Provider. | | |
|  | **First referee** | **Second referee** |
| Full Name |  |  |
| Contact Number |  |  |
| Email Address |  |  |
| Relationship with the applicant |  |  |

| **Section 8 Declaration and Undertaking\*** | | |
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|  | | **Please tick the following boxes to confirm** |
| 1) | I have not been convicted of a criminal offence in Hong Kong or elsewhere of an offence and sentenced to imprisonment, whether suspended or not. (“Conviction” means a finding by the court of guilt and declare that I have not committed misconduct or neglect in a professional respect. |  |
| 2) | I have not been investigated about offences involving fraud or dishonesty, or been adjudged by a court to be criminally or civilly liable for fraud, dishonesty or malfeasance. |  |
| 3) | I have not been reprimanded, censured or disciplined by any professional or regulatory authority. |  |
| 4) | I have not had a record of non-compliance with any non-statutory codes, or been censured, disciplined or disqualified by any professional or regulatory body in relation to my profession. |  |
| 5) | I have not been refused or restricted from the right to carry on any profession for which a specific licence, registration or other authorisation is required by law. |  |
| 6) | I have not been adjudged bankrupt, or served with a bankruptcy petition. |  |

| **Section 9 Personal Information Collection Statement** |
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| 1. From time to time, it is necessary for all applicants to provide HKGBC with data in connection with his/her registration by HKGBC or his/her application. Failure to provide such data may result in an inability of HKGBC to process the application for registration or maintain the registration. 2. Data relating to an applicant for Registered RCx Practitioner / Professional will be mainly used for processing of certification applications for the Registered RCx Practitioner / Professional and related matter. 3. Other purposes for which data relating to an applicant may be used, in addition to the purposes as stated in paragraph 2 above, are as follows:   (a) daily operation of HKGBC;  (b) maintenance of registration records;  (c) registration and related activities;  (d) verification of registration and discipline status by the public;  (e) training and continuing professional development activities;  (f) HKGBC publications (e.g. journal, yearbook, diary, Christmas cards, Chairman’s Message, etc.) and delivery of such materials;  (g) delivery of other publications;  (h) activities and communications (including election materials) relating to HKGBC;  (i) meeting the requirements to make disclosure under any law binding on HKGBC;  (j) any actions in relation to disciplinary and related proceedings;  (k) all other incidental purposes relating to the promotional activities of HKGBC;  (l) announcement or publication of certification and discipline status (or any changes thereof) in any media (e.g. newspapers and other publications including HKGBC’s journal, yearbook, diary, website, etc.); and  (m) determining and collecting amounts owed to or by an applicant.   1. HKGBC intends to use an applicant’s data in direct marketing as follows and HKGBC requires the applicant’s consent (which includes an indication of no objection) for such purpose:   (a) data that may be used by HKGBC for direct marketing is restricted to: name, address and other contact details.  (b) the following classes of services, products and subjects may be marketed:  (i) donations and contributions to HKGBC and activities organised or supported by HKGBC;  (ii) conferences, seminars, workshops, talks, events, trips, visits and social functions;  (iii) products and services offered by third parties which HKGBC considers to be of interest to HKGBC certification holders generally.  If an applicant does not wish HKGBC to use his/her data for use in direct marketing as described above, the applicant may exercise his/her opt-out right by notifying HKGBC (please refer to the last paragraph of this section).     1. Data held by HKGBC will be kept confidential but HKGBC may provide such data to:   (a) any agent, contractor or third party service provider who provides administrative, telecommunication, computer or other services to HKGBC in connection with the operation of HKGBC;  (b) any other person under a duty of confidentiality to HKGBC.  Such data may be transferred to a place outside Hong Kong.   1. In accordance with the terms of the Personal Data (Privacy) Ordinance (PDPO), any applicant for certification has the right to:   (a) check whether HKGBC holds data about him/her and access to such data;  (b) require HKGBC to correct any data relating to him/her which is inaccurate;  (c) to ascertain HKGBC’s policies and practices in relation to data and be informed of the kind of personal data held by HKGBC.   1. In accordance with PDPO, data subjects have the right to request to be informed by a data user on whether the data user holds personal data of them and have the right to request to be supplied with a copy of such data. The data user can also impose a fee for such personal data access request with reference to PDPO. 2. For access and correction of data, please address enquiries to:   R&PE – Hong Kong Green Building Council  1/F, Jockey Club Environmental bldg.  77 Tai Chee Avenue,  Kowloon Tong, Hong Kong  Tel: 3994 8818  Fax: 3994 8899  E-mail: [rcx@hkgbc.org.hk](mailto:hkgbc.rcx@hkgbc.org.hk)  I have read and agree to the Personal Information Collection Statement as stated in this section.  I do not wish to receive any marketing communication / message from HKGBC in future. I understand that I will not receive any communication which falls within the scope of use of data in direct marking as listed in paragraph 4 of this section. |

**Section 10 Applicant Declaration**

I, \_\_\_\_\_\_\_\_\_\_\_\_ (name in full) being an applicant for registration as a Registered RCx Practitioner / Professional do hereby DECLARE that the above is a true statement of my particulars, that I have read and understood the RULES as stipulated by the Hong Kong Green Building Council Limited (HKGBC), and I do hereby accept the final decision of the Registration Committee of Industry Standard and Practices Committee of HKGBC.

I undertake that, in the event of any change in the above particulars, I will make known the changes, within 28 days, in writing to the Registration Committee of Industry Standards and Practices Committee of HKGBC

I have read the following and hereby undertake:

* To comply and act in accordance with and the Regulations Rules of the Training and Registration Scheme as they now exist, or as they may in the future be amended
* To pay promptly any monies due to the Training and Registration Scheme, including but not limited to any fee, subscription, arrears, fine or other penalty, or re-imbursement in accordance with any scheme of compensation, or in respect of any goods or services commissioned by the HKGBC
* To declare any criminal convictions by me within 30 days

I understand and authorise the Registration Committee to make any reasonable enquiries and check all information in relation to my application for certification as a registered RCx Practitioner / Professional.

I acknowledge that the Registration Committee has the right to withdraw approval of application status if I do not meet the requirements. I understand and agree that the Registration Committee may investigate the statements I have made with respect to this application, and that I may be subject to disciplinary actions for any misrepresentation (whether fraudulent or otherwise) in this application.

If at any time the Registration Committee discovers that I have failed to disclose any pertinent information in this form, or that I have provided false information, it will have the right to terminate my application with immediate effect (with no further obligation to refund any subscription or other fees).

I understand that the fee paid is non-refundable and non-transferable.

I confirm that I have read and understood the [Policy of Personal Data Protection](http://www.hkib.org/download/hkib_personal_data_protection.pdf) and consent to the terms set out therein. I also understand that the Registration Committee will use the information provided and personal data collected for administration and communication purposes. If my application is successful, my personal data will be retained and used by the Registration Committee for these purposes.

I have read and agree to comply with the “RCx Candidates Handbook” BEFORE completing this application form.

I declare that the content of this form is true and correct. I understand and accept that I am accountable for the truth of this declaration.

Date:

Signature of applicant

*Please scan this page if this Application Form is submitted via email.*

| **Section 11 Document Checklist**  To facilitate the application process, please check the following items before submitting to R&PE of HKGBC. We suggest that you keep a copy of all relevant documents for your own records, before submission. | | | | |
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| Normal Route | Mature  Route | Accreditation Route | Grandparenting  Route | Documents |
|  |  |  |  | Completed and signed application form for certification of Registered RCx Practitioner / Professional (Form A1). |
|  |  |  |  | Copies of academic qualification certificates related to an engineering certificate / degree or above accredited or recognised by recognised professional body (e.g. HKU, PolyU, CityU, CU, HKUST, IVE, THEi) in engineering discipline of heating ventilation & air-conditioning, building services, mechanical, electrical, energy or equivalent as endorsed by the Registration Committee. |
|  | NA | NA |  | (Only applicable to Normal and Grandparenting Route - RCx Professionals)  Copies of certificates related to a recognised professional qualification, e.g. full membership of HKIE, ASHRAE, CIBSE(HK branch), HKAEE, AEE(HK Chapter), BSOMES, EI(HK branch) or equivalent as endorsed by the Registration Committee;  *Noted: Your name, position/professional qualification and membership number shall be clearly shown on it.* |
|  |  |  |  | (Only applicable for Normal Route)  A portfolio of work experience / job references that proves the applicant has gained at least 1 years of practical experience in RCx process (stationed in Hong Kong for at least 12 months), such as in planning, investigation, implementation and on-going commissioning of RCx projects in the areas of data analytic (included saving estimation) and diagnostic, implementation, commissioning measurement and verification of energy saving opportunities.  OR  (Only applicable for Mature Route)  10 years working experience (include 7 years or above in Facility Engineer position) for RCx practitioner - Level 2 or 15 years or above in Facility Engineer / Management position for RCx Professional of relevant post-qualification experience in RCx, retrofitting, commissioning, and energy management (stationed in Hong Kong for at least 12 months).  OR  (Only applicable for Grandparenting Route)  Proof of 20 years of relevant experience in in engineering discipline of heating ventilation & air-conditioning, building services, mechanical, electrical, energy, RCx, retrofitting, commissioning, and energy management (stationed in Hong Kong for at least 12 months)  . |
|  |  | NA | NA | Completion of Recognised RCx training courses and awarded the corresponding Certification of HKGBC  RCx Practitioner (Level 2)  RCx Professional |
|  |  |  | N/A | Completion of Recognised RCx Examination and awarded the corresponding Certification of HKGBC  RCx Practitioner (Level 2)  RCx Professional |
| NA | NA | NA |  | (Only applicable for Grandparenting Route)  Committee Members of Registration Committee  Participating in the Development of RCx Training and  Exam Material  Participating in EMSD’s RCx Pilot Training & Mock Exam  Refer by at least one Grandparent member |
|  |  |  |  | Curriculum vitae. |

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| **For official use only** | | | | | |
|  | **Date** | **Officer** |  | **Date** | **Officer** |
| Form Received^ |  |  | Acknowledgement of application form |  |  |
| Fee Received |  |  | Receipt of application fee |  |  |
| Particulars verified |  |  | Additional information required |  |  |
| Other information received |  |  | Recommended |  |  |
| Interviewed on |  |  | Not Recommended (With reason(s)) |  |  |
| Remarks : |  |  | Certification No. |  |  |

^ First vetting to be completed within one month of the date of receipt of the application.