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| PLEASE READ CAREFULLYAND COMPLETE IN DETAIL請於填寫前小心閱讀表格內容 |  |  |

**HONG KONG INSTITUTION OF CERTIFIED AUDITORS**

**香港專業審核師學會**

The Secretary, Room 108, 1/F Sun Ling Plaza, 30 On Kui Street, Fanling, N.T., HKSAR (香港新界粉嶺安居街30號新寧中心1樓108室秘書署)

Tel (電話): 2789 2389, HomePage (網頁): <http://www.hkica.org>, Email (電郵): info@hkica.org

**QUALITY MANAGEMENT ENGINEER (QME) APPLICATION FORM (質量工程師申請表)**

Applicant to complete Sections A, B, C & D. Supporter to sign in Section E & to initial those parts of Section C which are appropriate.

申請人必須填妥甲，乙，丙和丁部分。支持者必須簽署戊部分，並在丙部分中適當部分簡簽。

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| **Section A****A部分** | Complete Personal details in block letters or type (請以英文大階或列印方式填寫個人資料)Please indicate your name as shown on the Identity Card or other identification documents (請按証件資料填寫姓名)\*: First alphabetical letter and first 3 number digits e.g. G112xxxxx (請提供首4位字元或數字) |
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| **I wish to apply for the following class of QME (本人欲申請以下 QME專業註冊)** |
| **Please tick (請剔選) [ ]  Senior QME (高級質量工程師)**  | **[ ]  QME (質量工程師)** | **[ ]  Associate QME (初級質量工程師)** |

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| Name (姓名): |  | Nationality (國籍): |  | Sex: F(女) / M(男) |
| Identity Document Type (証件類別): |  | Identity No. (証件編號):\* |  |
| Postal Address (郵遞地址): |  |
| Tel. No. (電話號碼)： |  | Mobile No. (手提號碼): |  | E-mail (電郵): |  |
| Company name (公司名稱): |  |  | Position (職位): |  |
| Company Tel. No. (公司電話): |  | Company E-mail (公司電郵): |  |
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| **Section B****B部分** | **Obligation (义务)** |

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| I have read and agree to abide to **HKICA 101C** Regulations for Registration Scheme for **QME**. The facts stated in this application are true and correct. I agree that HKICA can verify the authenticity of the facts for the purpose of registration我已阅读并同意遵守HKICA 101C QME注册计划，本申请的陈述是真实正确的，我同意HKICA可以验证事实的真实性。 |
|  | I commit (我承诺)： |
| 1 | to abide with the Regulations and pay the fee and charge as set by HKICA as it now is, or as it may hereafter be amended (遵守法规并支付HKICA现在或以后可能要修改的费用); |
| 2 | make claims regarding registration only in respect of the scope for which registration has been granted (仅在已授予注册的范围内提出陈述); |
| 3 | not to claim the registration status in such a manner as to bring the registration scheme into disrepute, and refrain from making any misleading or unauthorised statement regarding the registration (不得以破坏注册方案的方式要求获得注册地位，并避免对注册做出任何误导或未经授权的陈述); |
| 4 | discontinue all claims to registration upon termination or withdrawal of registration, and return any certificates issued by HKICA (在终止或撤回注册后，终止所有对注册的陈述，并退回由HKICA签发的任何证书); |
| 5 | not use the certificates and the HKICA logo in a dishonest or fraudulent manner (不得以不诚实或欺诈的方式，使用证书和HKICA徽标); |
| 6 | HKICA has the ownership of the issued certificates (HKICA拥有已颁发证书的所有权限); |
| 7 | I have / have not\* been convicted of a criminal offence (我已经/尚未\*被裁定为刑事犯罪); |
| 8 | I accept that my personal information is released to personnel within HKICA, Accreditation Officer and Auditor during assessment, and (我接受在评估期间将我的个人信息发布给HKICA的人员，认证官员和审核员，及 |
| 9 | I accept / do not accept, that if certified, that my name, certificate number and expiration date is published on internet (我接受/不接受经注册的資料，包括我的姓名，证书编号和有效期的信息在互联网上发布) |
|  | Signature of applicant:簽署 |  | Date:日期 |  |

**\* PLEASE DELETE AS APPROPRIATE (请适当删除)**

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| **Section C****C部分** | **Academic / Working / Training Qualifications (学术/工作/培训資歷)** |

Your entries should be contained within the space provided. Please provide details on separate sheet(s) and attach to this form if there is insufficient space. (內容应包含在以下空间内，如果空间不足，请在申請表以外加上附頁以提供详细信息。)

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| From (由)Mth(月)/Yr(年) | To (至)Mth(月)/Yr(年) | Academic Qualifications (学术資歷) | Verifying Initials of Supporters |
| **Sub-Section 1第一節** | Tertiary Institute/Examination Board/country大专院校/考试委员会/国家 | Award and date获頒日期 | Discipline / Subject studied学科/曾修讀課程 | (支持者的验证簡簽) |
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| **Sub-Section 2第二節** | Professional Qualification/ Competence Experience (专业資歷/能力经验) |  |
| Institute/ Professional body (研究所/专业团体) | Award and date(获頒日期) |  |
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| **Sub-Section 3第三節** | Working Experience, please attach CV with further details (工作经验，请附简历以提供详细資料) |  |
| Organisation (機構) | Position held (職位) | Management system experience (管理系统经验) |  |
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| **Sub-Section 4第四節** | Training Record (已被核准的培训資歷) |  |
| Training organization (培训機構) | Programme title (培训课程/題目) |  |
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| **Section D****D部分** | **Application QME Sub-area (申請QME註冊專業细分)** **Choose the professional area most relevant to your experience (选择閣下经验相關的專業)：**  |

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| [ ]  Testing and Inspection 质量检验 | [ ]  Auditing 质量审核 | [ ]  Management质量管理 | [ ]  Certification 质量认证 |

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| **Section E****E部分** | **Application Industry Trade (申請经验行业細節)** **Choose the sector codes which can be supported by your experience (选择可支持 閣下经验的行业代码)：** |

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| [ ]  1. Agriculture and fishing 农业和渔业 | [ ]  2. Mining and quarrying 采矿和采石 | [ ]  3. Food products, beverages and tobacco 食品，饮料和烟草 |
| [ ]  4. Textiles and textile products 纺织品和纺织相關產品 | [ ]  5. Leather and leather products 皮革及皮革制品 | [ ]  6. Wood and wood products 木材和木制品 |
| [ ]  7. Pulp, paper and paper products 纸浆，纸和纸制品 | [ ]  8. Publishing companies 出版公司 | [ ]  9. Printing companies 印刷公司 |
| [ ]  10. Manufacture of coke & refined petroleum 焦炭和精炼石油的制造 | [ ]  11. Nuclear fuel 核燃料 | [ ]  12. Chemicals, chemical products and fibres 化学品，化学产品和纤维 |
| [ ]  13. Pharmaceuticals 医药品 | [ ]  14. Rubber and plastic products 橡胶和塑料制品 | [ ]  15. Non-metallic mineral products 非金属矿产品 |
| [ ]  16. Concrete, cement, lime, plaster etc.  混凝土，水泥，石灰，灰泥等 | [ ]  17. Basic metals & fabricated metal products 基本金属及金属制品 | [ ]  18. Machinery and equipment 机械和工具 |
| [ ]  19. Electrical and optical equipment 电气和光学设备 | [ ]  20. Shipbuilding 造船 | [ ]  21. Aerospace 航天 |
| [ ]  22. Other transport equipment 其他运输设备 | [ ]  23. Manufacturing not elsewhere classified 未分类的制造业 | [ ]  24. Recycling 回收利用 |
| [ ]  25. Electricity supply 电力供应 | [ ]  26. Gas supply 供气 | [ ]  27. Water supply 供水 |
| [ ]  28. Construction 建築 | [ ]  29. Wholesale & retail trade, repair of motor vehicles, motorcycles, personal & household goods 批发和零售贸易，汽车，摩托车，个人和家庭用品的修理 | [ ]  30. Hotels and restaurants 酒店和餐厅 |
| [ ]  31. Transport, storage and communication 运输，储存和通讯 | [ ]  32. Financial intermediation, real estate & renting 金融中介，房地产和租赁 | [ ]  33. Information technology 信息技术 |
| [ ]  34. Engineering services 工程服务 | [ ]  35. Other services 其他服务 | [ ]  36. Public administration 公共行政 |
| [ ]  37. Education 教育 | [ ]  38. Health and social work 卫生与社会工作 | [ ]  39. Other social work 其他社会工作 |
| [ ]  98. Other, please specify 其他，请注明: |

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| **Section F****F部分** | Supporter shall be a HKICA member or applicant’s company(支持者需為HKICA会員或申請人公司) |

I support the Applicant from personal knowledge, as a person worthy of consideration for registration to the level of QME and I endorse the correctness of those parts of Section C including working experience, academic and training qualification which have identified by my Chop / initial. (我作为QME申请人的支持者，以我个人知识为申请人提供証明，以印章或簡簽认可丙部分中的申请人的工作经验，学术和培训资格等部分。)

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| Company： |  |  | Supporter： |  |
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| Company chop： |  |  | Signature： |  |
| Date： |  |  | Date： |  |

**THIS FORM NEEDS TO BE COMPLETED & RETURNED TOGETHER WITH THE FEES (DETAILS PLEASE REFER TO HKICA 103 SCHEDULE OF FEES FOR REGISTRATION), FULL SET OF SUPPORTING DOCUMENTS AS STIPULATED IN HKICA 101C HKQME REGISTRATION SCHEME.**

申請人必須填妥此表格，並需連同所需費用（請參閱HKICA 103註冊費用）及証明文件副本（請參閱HKICA 101C HKQME註冊方案）交回本會。

**Application Guidelines (申请指引)**

1. Applicant has read and understood the registration criteria and regulations as set by HKICA;

申请人已经阅读并理解了HKICA制定的註冊标准和规定;

1. Complete the “Application Form” with all fields properly filled;

填妥“申请表”所有欄位;

1. Applicant has confirmed the information is accurate.

申请人确认信息正确

1. Payment of registration fee, methods as follows (支付注册费，方法如下):
2. Bank transfer to HKICA Hang Seng Bank account N0. (银行转账至HKICA恒生银行账户) No.: 390-202588-001
3. Mail a cheque payable to “Hong Kong Institution of Certified Auditors Limited” to the Secretary of HKICA with applicant’s name on back of the cheque. Please be reminded that any post-dated cheque is not accepted (以支票抬头，将应付给“香港专业审核师学会”的支票邮寄给HKICA的秘书。请注意，本會不接受期票);
4. Submission of application form and related documents (提交申请表及相关文件)

Send the application form, supporting documents and cheque to the Secretary by mail (通过邮件发送申请表，证明文件并核对秘书)

Address (地址): Room 108, 1/F Sun Ling Plaza, 30 On Kui Street, Fanling, N.T. OR by Email to (新界粉岭安居街30号新灵广场1楼108室或通过电子邮件) ： info@hkica.org

1. HKICA Secretariat will inform the applicant by e-mail confirming the receipt of application within 5 working date. Missing records and documents will be requested to be provided (HKICA秘书处将在5个工作日内，通过电子邮件通知申请人确认收到申请，如有欠缺记录或文件，亦會一併要求申请人提供)