

## Application for Registration as a VBAS Assessor

**Please read the Notes to Applicants carefully before completing this form.**

To: Hong Kong Quality Building Assessment Panel Secretariat

1. I hereby apply for registration as:

- VBAS Assessor (List 1)  
VBAS Assessor (List 2A)  
VBAS Assessor (List 2B)

2. My personal details are as follows:

Name in Full (English) : \_\_\_\_\_ Mr 先生 Mrs 太太  
(Chinese) : \_\_\_\_\_ Miss 小姐 Ms 女士  
\*HKID / Passport No. : \_\_\_\_\_  
Company Name : \_\_\_\_\_  
Position : \_\_\_\_\_  
Telephone No. : \_\_\_\_\_  
Fax No. : \_\_\_\_\_  
Correspondence Address : \_\_\_\_\_  
E-mail Address : \_\_\_\_\_

3. I confirm that I am currently registered under the \*Buildings Ordinance and / or the Property Management Services Ordinance / the Architects / Engineers / Surveyors / Housing Managers Registration Ordinance with details as follows:

Professional Qualifications	Division / Discipline
<input type="checkbox"/> Registered Inspector (RI) (Registration No.: _____)	
<input type="checkbox"/> Authorized Person (AP) (Registration No.: _____)	
<input type="checkbox"/> Registered Structural Engineer (RSE) (Registration No.: _____)	
<input type="checkbox"/> Registered Architect (RA) (Registration No.: _____)	
<input type="checkbox"/> Registered Professional Engineer (RPE) (Registration No.: _____)	<input type="checkbox"/> Building <input type="checkbox"/> Building Services (Building) <input type="checkbox"/> Civil <input type="checkbox"/> Environmental <input type="checkbox"/> Materials (Building) <input type="checkbox"/> Structural
Property Management Practitioner (PMP) (Tier1) (Licence No.: _____)	
<input type="checkbox"/> Registered Professional Housing Manager (RPHM) (Registration No.: _____)	
<input type="checkbox"/> Registered Professional Surveyor (RPS) (Registration No.: _____)	<input type="checkbox"/> Building Surveying <input type="checkbox"/> General Practice <input type="checkbox"/> Property and Facility Management <input type="checkbox"/> Quantity Surveying

4. I attach copy of each certificate of my professional qualifications/registrations stated in part 3 above to substantiate my application.
5. I have completed the training programme on VBAS on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (dd/mm/yyyy) and have received Certificate of Attendance No. \_\_\_\_\_.
6. I attach a crossed cheque No. \_\_\_\_\_ (Bank Name : \_\_\_\_\_) for HK\$ \_\_\_\_\_ (payable to "Hong Kong Housing Society") in payment of the registration fee.
7. I hereby give consent to the Hong Kong Quality Building Assessment Panel that my personal data be used for the purpose of processing the registration and maintaining a register of VBAS Assessors. I understand that my name, professional qualification, registration number and expiry date of the registration as a VBAS Assessor will be posted on the VBAS website and made available to any person and the public for inspection.
8. I **\*agree / do not agree** to have my contact **\*telephone number / e-mail address** posted on the VBAS website or be given to the public.
9. I hereby undertake to strictly observe the Code of Conduct as prescribed in the Handbook of VBAS Assessors and any alterations or amendments that may be made from time to time after I am registered on the List of VBAS Assessor.
10. For the purpose of processing this application, I hereby authorize the Hong Kong Quality Building Assessment Panel to approach other professional bodies for verification of data and I agree that relevant professional bodies (including but not limited to Buildings Department, Property Management Services Authority, Architects Registration Board, Engineers Registration Board, Surveyors Registration Board, Housing Managers Registration Board) may give the Hong Kong Quality Building Assessment Panel access to my personal data they possess.
11. I undertake to notify the Hong Kong Quality Building Assessment Panel Secretariat in writing within 14 days of any changes to the above information.
12. I have read the Notes to Applicants and I understand and agree with all terms and conditions specified.
13. I further declare that all information given in this application form are true and correct. Any information or declaration which are false shall lead to rejection of the application or removal of my name from the VBAS Assessors' List. I agree to indemnify Hong Kong Housing Society / Hong Kong Quality Building Assessment Panel from and against all losses, damages and liabilities which Hong Kong Housing Society / Hong Kong Quality Building Assessment Panel may incur or sustain as a result of approving my application based on the information provided by me.
14. I recognize that Hong Kong Quality Building Assessment Panel reserves the rights to grant, renew, suspend or withdraw my listing status as a VBAS Assessor.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
( DD / MM / YYYY )

☐ Please tick as appropriate

\* Please delete whichever is inapplicable

**Please send the duly completed application form and copy of relevant document(s) together with the crossed cheque (made payable to "Hong Kong Housing Society") to the Hong Kong Quality Building Assessment Panel Secretariat either by post or in person:**

- **By Post : P.O. Box No. 9127, General Post Office, Hong Kong**
- **In Person : 8/F., 1063 King's Road, Quarry Bay, Hong Kong**  
Office Hours : Monday to Friday (except Public Holidays)  
8:30 a.m. – 12:30 p.m. & 1:30 p.m. – 5:30 p.m.

CONFIRMATION OF RECEIPT OF PAYMENT (for office use only)

Receipt No.: \_\_\_\_\_ has been issued for the payment of the amount stated in paragraph 6 above.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name & Signature of Collecting Officer

## Notes to Applicants

### (A) Notes on Collection of Personal Data

1. The information provided will be used for purposes in connection with processing application for registration as a VBAS Assessor, promotional activities and other related matters in connection with the VBAS.
2. It is obligatory for the applicant to provide the personal information as required in the form. Failure to supply any such information may delay the processing or result in rejection of the application.
3. The information provided may be disclosed to government departments or other parties for purposes in connection with the processing of application for registration as a VBAS Assessor.
4. For access to or correction of any personal data after submission of the form, the applicant can address to the Hong Kong Quality Building Assessment Panel Secretariat in writing:
  - By Post : P.O. Box No. 9127, General Post Office, Hong Kong
  - By Fax : 2884 2551
  - By E-mail : vbasenquiry@hkhs.com
5. The right of access includes the right to obtain a copy of the applicant's own personal data subject to payment of a fee.

### (B) Important Notes

1. Having completed training on VBAS as arranged by the Hong Kong Quality Building Assessment Panel Secretariat is one of the pre-requisites for registration as a VBAS Assessor.
2. The professionals who have completed relevant training satisfactorily shall register as VBAS Assessors in the appropriate list listed below according to their professional qualifications:

Qualification	Assessment Category
<b><u>VBAS Assessors (List 1)</u></b> <b>(for full assessment of Building Safety Category and Building Management Category, i.e. Elements 1-10)</b> <ul style="list-style-type: none"> <li>▪ Registered Inspectors (RI)</li> </ul>	<b><u>Building Safety Category</u></b> <ul style="list-style-type: none"> <li>▪ Element 1 : External Elements and Other Physical Elements</li> <li>▪ Element 2 : Structural Elements</li> <li>▪ Element 3 : Fire Safety Elements</li> <li>▪ Element 4 : Drainage System</li> <li>▪ Element 5 : Unauthorized Building Works</li> <li>▪ Element 6 : Window Elements</li> </ul> <b><u>Building Management Category</u></b> <ul style="list-style-type: none"> <li>▪ Element 7 : Building Maintenance Elements</li> <li>▪ Element 8 : Building Management Elements</li> <li>▪ Element 9 : Environmental Protection Elements</li> <li>▪ Element 10 : Value-added Elements</li> </ul>
<b><u>VBAS Assessors (List 2A)</u></b> <b>(for assessment of Elements 7-10)</b> <p>Professionals with RIs equivalent qualification (additional working experience as required for registration of RI NOT required):</p> <ul style="list-style-type: none"> <li>▪ Authorized Persons</li> <li>▪ Registered Structural Engineers</li> <li>▪ Registered Architects</li> <li>▪ Registered Professional Engineers (Building)</li> <li>▪ Registered Professional Engineers (Building Services (Building))</li> <li>▪ Registered Professional Engineers (Civil)</li> <li>▪ Registered Professional Engineers (Materials (Building))</li> <li>▪ Registered Professional Engineers (Structural)</li> <li>▪ Registered Professional Surveyors (Building Surveying)</li> <li>▪ Registered Professional Surveyors (Quantity Surveying)</li> </ul> <p><i>(This list is subject to review upon any change in the registration requirements of RIs)</i></p>	
<b><u>VBAS Assessors (List 2B)</u></b> <b>(for assessment of Elements 8-10)</b> <ul style="list-style-type: none"> <li>▪ Registered Professional Engineers (Environmental)</li> <li>▪ Property Management Practitioners (Tier 1)</li> <li>▪ Registered Professional Housing Managers</li> <li>▪ Registered Professional Surveyors (General Practice)</li> <li>▪ Registered Professional Surveyors (Property &amp; Facility Management)</li> </ul>	

3. Applicant for registration as a VBAS Assessor shall submit the duly completed application form together with the following documents to the Hong Kong Quality Building Assessment Panel Secretariat either by post or in person within 3 months upon completion of relevant training programme:
  - crossed cheque for payment of Registration Fee made payable to “Hong Kong Housing Society”; and
  - copy of the certificate of each professional qualification the applicant has indicated on the application form.

Hong Kong Quality Building Assessment Panel may refuse late applications.

4. A VBAS Assessor may apply for change of his registration status to suit his changing situations. The VBAS Assessor must meet the qualification requirements of the new List for which he intends to register. An Application for Change of Registration Status of VBAS Assessor (VBAS-VA-01C) should be submitted.
5. To ensure that the applicant is currently on the register as stated in Part 3 of this form, the Hong Kong Quality Building Assessment Panel Secretariat may seek confirmation from the Buildings Department, Property Management Services Authority or relevant Registration Board(s)/ professional bodies whenever necessary.
6. Registration is valid for 2 years and is renewable. Registration fee will be charged. The fees shall be non-refundable whether or not the applicant is successfully registered. The VBAS Assessor shall apply to the Hong Kong Quality Building Assessment Panel Secretariat for renewal of registration not earlier than 4 months and not later than 28 days prior to the expiry date of the relevant registration.
  - Registration Fee : \$1,000 (for 2 years)
7. If for any reason the applicant, after registered as VBAS Assessor and during the currency of the registration, lost all or any of the professional qualifications required for registering as VBAS Assessor in that List for whatever reason, the applicant shall immediately give written notice to the Hong Kong Quality Building Assessment Panel who may remove the applicant's name from the relevant List or, upon request by the applicant and on condition that all requirements are complied with, change the applicant to another List.
8. A person on the VBAS Assessors' List is entitled to describe himself / herself as a “VBAS Assessor (List 1)” / “VBAS Assessor (List 2A)” / “VBAS Assessor (List 2B)” according to their registration.
9. The name, professional qualifications, registration number and expiry date of the registration of the VBAS Assessor will be posted on the VBAS website for public access. The contact telephone number and/or e-mail address of the VBAS Assessor will be posted on the VBAS website when the applicant has indicated his consent in this application form.
10. VBAS Assessor's disciplinary records may be reported to Building Authority / Property Management Services Authority / relevant Registration Boards / professional bodies / other organizations as appropriate and disclosed to the public.
11. Please ensure that all relevant sections of the application form are completed and signed. Any false information or declaration shall lead to failure of the application or removal of name from the VBAS Assessors' List.
12. Hong Kong Quality Building Assessment Panel reserves the right to amend the above contents at any time without prior notice.
13. All staff members of the Hong Kong Quality Building Assessment Panel Secretariat are subject to the Prevention of Bribery Ordinance and are not allowed to solicit and accept any forms of advantages from customer, contractor, supplier or any person.
14. Enquiries regarding application for registration as a VBAS Assessor can be addressed to the Hong Kong Quality Building Assessment Panel Secretariat by the following means:
  - By Post : P.O. Box No. 9127, General Post Office, Hong Kong
  - By Telephone : 8108 0108
  - By Fax : 2884 2551
  - By E-mail : [vbasenquiry@hkhs.com](mailto:vbasenquiry@hkhs.com)