



香港運輸物流學會
The Chartered Institute of
Logistics & Transport

Hong Kong

APPLICATION CHECKLIST

Have you ...

- completed your application form and signed it?
- enclosed a cheque for application fee of HK\$100 payable to "CILTHK" or "The Chartered Institute of Logistics and Transport in Hong Kong"?
- enclosed copies of Certificate(s) of Educational Attainment?
- enclosed copies of Certificate(s) of Professional Qualification?
- enclosed evidence of working experience i.e. employment letter or employer's reference letter?
- completed with required number of recommendation(s) from Chartered Member(s) / Chartered Fellow(s)?

You should ...

- send your application to:
Chairperson, Membership Committee
The Chartered Institute of Logistics and Transport in Hong Kong
7/F, Yue Hing Building, 103 Hennessy Road, Wanchai, Hong Kong.

Section A PERSONAL PARTICULARS (please write in BLOCK letters)

Title: <input type="checkbox"/> Prof. <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss <input type="checkbox"/> Other: _____	
Surname:	Other Names:
Name in Chinese (if any):	Date of Birth:
Passport / HKID Card No.:	
Correspondence Address:	
Residential Address (if different from above):	
Telephone No.: Office Residential	Fax No.: Office Residential
Pager / Mobile:	E-Mail Address:
Nature of Application:	
i) <input type="checkbox"/> NEW <input type="checkbox"/> UPGRADE <input type="checkbox"/> OTHERS: _____	
ii) <input type="checkbox"/> LOGISTICS STREAM <input type="checkbox"/> TRANSPORT STREAM	

For Office Use Only

Date Received:	Cheque Number:
Date Approved:	Receipts:
Date Elected:	Membership Number:
Recommended Grade: <input type="checkbox"/> S <input type="checkbox"/> A <input type="checkbox"/> M <input type="checkbox"/> C <input type="checkbox"/> F <input type="checkbox"/> VIVA VOCE	Certificate Number:

Remarks: _____

Section B APPLICATION FOR ELECTION TO (please tick as appropriate)

I declare that I have satisfied the age requirements for the grade that I am applying for:

- | | | | |
|-----------------------------|--|---------------------------------|--|
| Student Member (S) | <input type="checkbox"/> age under 25 | Chartered Member (CMILT) | <input type="checkbox"/> age 23 or above |
| Affiliate Member (A) | <input type="checkbox"/> age under 25 | | <input type="checkbox"/> age 30 or above |
| | <input type="checkbox"/> age 25 or above | Chartered Fellow (FCILT) | <input type="checkbox"/> age 30 or above |
| Member (MILT) | <input type="checkbox"/> age 18 or above | | |

Are you a current or past member of the Institute? (Please tick as appropriate)

- Yes (National Council/Section: _____ Membership No.: _____ Grade: _____) No

CPD requirement is **obligatory** for CMILT and FCILT and voluntary for MILT and Affiliates. For applicants of CMILT, a two-year CPD plan shall be enclosed. For applications of upgrading to FCILT, a CPD record of the previous two years and a two-year CPD plan should be included. (Please tick as appropriate)

- Two-year CPD plan attached *Two-year CPD record attached * For FCILT applicants only

Section C EDUCATION AND ACADEMIC QUALIFICATION(S) (in chronological order)

Part I

Date (MM / YY)		Education / Training Institution	Qualification(s) Obtained (please state subjects & grade)	Date of Award
From	To			

Please use supplementary sheet if necessary.

Part II

Year Attended	CILTHK Professional Qualifying Examination Subjects(s) (if applicable)	Grade

Please use supplementary sheet if necessary.

Section D PROFESSIONAL QUALIFICATION(S)

Name of Professional Body	Qualification(s) / Membership Obtained	Date of Award

Please use supplementary sheet if necessary.

Section E CURRENT WORKING EXPERIENCE

Name of Employer:
Present Position:
Employment Address:
Job Description:
In what area of Transport and Logistics do you work? <input type="checkbox"/> Passenger Logistics and Transport <input type="checkbox"/> Freight Logistics and Transport
Sector (please tick as appropriate): <input type="checkbox"/> Air <input type="checkbox"/> Rail <input type="checkbox"/> Road <input type="checkbox"/> Sea <input type="checkbox"/> Distribution <input type="checkbox"/> Terminal <input type="checkbox"/> Government <input type="checkbox"/> Academic <input type="checkbox"/> Consultancy <input type="checkbox"/> Others: _____
If not employed, please tick: <input type="checkbox"/> Student <input type="checkbox"/> Self-employed <input type="checkbox"/> Unemployed
Upon election, I am willing to list the following data on the Institute's website: <input type="checkbox"/> Name <input type="checkbox"/> Company <input type="checkbox"/> Present Position

Section F EMPLOYMENT HISTORY (in chronological order)

Job Ref. No.	Date (MM/YY)		Full / Part Time	Name of Employer	Appointment Held (including present appointment)
	From	To			
1					
2					
3					
4					

Please use supplementary sheet if necessary.

ATTESTATION BY CERTIFIER(S)

I, the undersigned, support the Applicant from personal knowledge, as a person worthy of consideration for election to the grade of membership applied and I endorse the correctness of the provided information which I have identified by my initials.

Certifier for Job Reference No. 1	
Full Name (in block letters)	Initials
<small>*Current Employer/ Ex-employer/ CMILT/ FCILT (please delete if inappropriate)</small>	
Membership No. (if any)	Signature
Certifier for Job Reference No. 2	
Full Name (in block letters)	Initials
<small>*Current Employer/ Ex-employer/ CMILT/ FCILT (please delete if inappropriate)</small>	
Membership No. (if any)	Signature
Certifier for Job Reference No. 3	
Full Name (in block letters)	Initials
<small>*Current Employer/ Ex-employer/ CMILT/ FCILT (please delete if inappropriate)</small>	
Membership No. (if any)	Signature
Certifier for Job Reference No. 4	
Full Name (in block letters)	Initials
<small>*Current Employer/ Ex-employer/ CMILT/ FCILT (please delete if inappropriate)</small>	
Membership No. (if any)	Signature

Please use supplementary sheet if necessary.

Part A FOR CHARTERED MEMBERSHIP APPLICATION ONLY

Please tick as appropriate. If a job is only partially relevant, mark with an asterisk.

For Part A.1, applicants for CMILT are required to demonstrate understanding¹ in at least FOUR of the nine key knowledge areas and an awareness² of the remainder. For Part A.2, applicants are expected to have expertise³ in at least ONE area. For Part A.3, at least ONE of the four experience criteria should be met. For details, please refer to www.cilt.org.hk.

A.1 KEY KNOWLEDGE AREAS	Job Reference Number*			
	1	2	3	4
Global Issues in Logistics and Transport				
1) Society and Technology				
2) Government and Political Influence				
Markets and Customer Service				
3) Market Economics				
4) Providing Customer Service				
Management of Resources in Organisations				
5) Human Resources in Organisation				
6) Financial Management				
7) Management of Physical assets and processes				
Business Strategy and Policy				
8) Organisation Strategy				
9) Investment, Planning and Control				
A. 2 EXPERTISE				
1) Management of the Total Supply Chain				
2) Passenger and Freight Transport Systems				
3) The provision of Infrastructure				
A. 3 EXPERTISE CRITERIA				
1) Professional judgment in a board range of complex technical or professional activities in a wide range of contexts				
2) Personal responsibility and autonomy				
3) Responsibility for the work of others				
4) Responsibility for the allocation of resources				
Initial of Certifiers				

¹ Understanding means that the applicant can discuss and give reasoned opinions on issues connected with the topic.

² Awareness means that the applicant knows about the topic and can give an indication of what issues may be connected with it.

³ Expertise means that the applicant can make sound professional judgments based on knowledge and the application of principle, and can use objective and independent reasoning to draw conclusions and make recommendations.

* As listed in your employment history.

Part B FOR MILT MEMBERSHIP APPLICATION ONLY

Please tick as appropriate.

Applicants for MILT are required to have knowledge and experience of ALL areas listed below. For details, please refer to www.cilt.org.hk.

B.1 KNOWLEDGE	Job Reference Number*			
	1	2	3	4
1) Design, management and optimisation of networks for the time-related positioning of resource				
2) Logistics and transport services and types of operation				
3) Markets and characteristics of supply and demand; understanding of marketing policies				
4) Management of resources in organisations and communication				
B.2 EXPERIENCE				
1) Use a combination of general and specialist knowledge and understanding to apply existing solutions to operational problems				
2) Provide technical and commercial management				
3) Use effective communications and interpersonal skills				
4) Making a personal commitment to live by the appropriate code of professional conduct, recognizing obligations to society, the profession and the environment.				
Initials of Certifiers				

* As listed in your employment history.

Section G RECOMMENDATION BY CHARTERED MEMBER(S) / CHARTERED FELLOW(S)

I have read the particulars on this form and from personal knowledge recommend the applicant to the Council as a proper person in every respect for election to membership of the Chartered Institute of Logistics and Transport.

Name	Membership		Signature	Date
	Grade	Number		

NOTE: Election to Chartered Fellowship (FCILT) requires recommendations from three Chartered Member(s)/ Chartered Fellow(s).
 Election to Chartered Membership (CMILT) requires recommendations from three Chartered Member(s)/ Chartered Fellow(s).
 Election to Membership (MILT) requires recommendations from two Chartered Member(s)/ Chartered Fellow(s).
 Not required for Student and Affiliate Membership(s).

Section H OTHER INFORMATION

Briefly describe the extent to which you have participated in the activities of the Institute in the past five years

Briefly describe the extent to which you will participate in the activities of the Institute in future

For applicant of FCILT, a one-page summary of the key information listed in this form should be included for Council's consideration (please tick as appropriate)

One-page summary attached

Source(s) of Information about CILTHK: (please tick as appropriate)

Employer(s) / Work-related

CILTHK Promotion Activities / Pamphlets, please specify: _____

Teacher(s) / Study-related

Others, please specify: _____

DECLARATION

I declare that the information given above is correct and complete to the best of my knowledge. I promise that in the event of my election I will be governed by the Charter and Bye-laws of the Institute, and will promote the objectives of the Institute as far as shall be in my power. Should I at any time desire to withdraw from the Institute, I will, after payment of all subscriptions or other sums due from me including the subscription for the current year, send my resignation in writing to the Institute and return any certificate held by me.

Signature of Applicant: _____

Date: _____

Notes for Applicants

Please carefully read the following notes before completing this form.

1. Your application may not be further processed if you fail to provide sufficient supporting documents and recommendations, and properly complete your application.
2. This application will be held in strict confidence and the information provided will be only used for membership evaluation purpose in the Institute.
3. Result of the application will normally be available within 8-16 weeks from the date of submission.
4. Should there be any change or correction of personal particulars after submission of this application, please contact the Administration Office at (852) 2866 6336.
5. Membership Fees: (non-refundable)

Fee Schedules (with effect from 1 July 2005)	HK\$
Application Fee	100
Administration Fee for Appeal	300
Election Fee for Direct Entry	
Affiliate Member (A) / Member (MILT)	225
Chartered Member (CMILT)	600
Chartered Fellow (FCILT)	1,125
Election Fee for Upgrade to Chartered Member (CMILT) / Chartered Fellow (FCILT)	450
Exemption Fee	
Method II – By Point System (Members (MILT) only)	600
Method III – Viva Voce Examination	750
Annual Subscription Fee*	
Student Member (S)	120
Affiliate Member (A)	520
Member (MILT)	570
Chartered Member (CMILT)	1,000
Chartered Fellow (FCILT)	1,450

* Members should renew their membership in October each year.



The Chartered Institute of Logistics and Transport in Hong Kong

7/F., Yue Hing Building, 103 Hennessy Road, Wanchai, Hong Kong.

T (852) 2866 6336 F (852) 2866 6118 E info@cilt.org.hk www.cilt.org.hk