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| **P1** |

**The Chartered Institute of Logistics & Transport in Hong Kong**



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| Application Form for  **CILTHK Organisation Membership** |
| GENERAL INFORMATION |

**CILTHK Mission & Objectives**

'To Advance and Promote the Art and Science of Logistics and Transport'

The CILT sets the highest standards of professional practice through education, a comprehensive qualifications framework, career experience, professional grades and continuing professional development.

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| **Why Should Company Join CILTHK** |  | |
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| The Chartered Institute of Logistics and Transport in Hong Kong (CILTHK) is the professional body for those engaged in various sectors of transport and logistics, including air, sea and land, for both passengers and freight transportation. The Chartered Institute of Transport (CIT) was formed in the United Kingdom in 1919 as the Institute of Transport and became a Chartered Institute in 1926.  By partnering with the Chartered Institute of Logistics and Transport (CILT), your organisation will gain many advantages. You will:   1. Raise awareness of your organisation within the market place by recognition and promotion as the preferred employer at the local, regional and global levels. 2. Assist in the development of your employees through Continuous Professional Development 3. Expand your business networks with 34,000 worldwide CILT members to assist overseas expansion where necessary. 4. Help keep your organisation at the forefront of innovation. 5. Recognition and promotion as the preferred employer at the local, regional and global levels. 6. Right to use the CILT logo as part of the company/organisation’s letterhead. \* 7. Free posting of a hyperlink and the company/organisation logo at the Institute’s website <http://www.cilt.org.hk>. 8. Three (3) membership cards for OM category and One (1) membership card for SME category will be issued to each organisation member. Company representative(s) have the right to enjoy the privilege of CILTHK membership by presenting the membership card(s).   *\* The production layout(s) must be sent to the CILTHK administrative office for record purposes.*  For details of all the Benefits you could get after being the Organisation Member, please visit the Institute’s website: <https://www.cilt.org.hk/en-us/Membership/organisation.aspx>  For Organisation Membership Criteria and Requirements details, please refer to end of this form (P.4) | | |
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| **Application Form for ORGANISATION Membership P2** | | | | |

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| **Section A** | **COMPANY CONTACT INFORMATION** | |  |
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| Company Registered Name# : | | | |
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| Company Registered Address# : | | | |
|  | | | |
| Company Business Registration Number : | | | |
|  | | | |
| Contact Person# :  (Dr./Prof./Mr./Mrs./Ms.) | | | |
|  | | | |
| Position Held# : | | | |
|  | | | |
| Contact Phone Number# : | | Fax Number# : | |
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| E-mail Address# : | | | |

# The information will be printed in the CILTHK membership directory.

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| **Section B** | **COMPANY PARTICULARS** |  | |
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| Name of Director / Chief Executive Officer:  Dr./Prof./Mr./Mrs./Ms./other) | | | |
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| Number of Full-time Employees: | | | |
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| Apply for Gold Tier (OM category) ★  We declare that this registered company/organisation has a minimum paid-up capital of HK$500,000 or above.  *(Please tick as appropriate. If yes, the supporting document must be enclosed with this OM application.)*  Yes  No | | | Apply for Silver Tier (SME category) ★  We declare that this registered company/organisation has a minimum paid-up capital of HK$200,000 or above.  *(Please tick as appropriate. If yes, the supporting document must be enclosed with this OM application.)*  Yes  No |
|  | | | |
| Actively involved in# : *(Please tick as appropriate)*  Air, sea, road, passenger or freight transport  Transport or logistics related services  Logistics  Supply Chain Management  Transport or logistics related research and development organisation | | | |
|  | | | |
| Region of Operation:  Asia  Australasia  Europe  Australasia & Pacific  Central and South America  Middle East & Africa  North America | | | |
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| Years of Operation: | | | |

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| Principal Business Activities★: *(Please use supplementary sheet if necessary.)* |

★ Please refer to P4 for Criteria

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| **Application Form for ORGANISATION Membership P3** |

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| **Section C** | **DECLARATION** |  |

We declare that the information given above is correct and complete to the best of our knowledge. We promise that in the event of our election we 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 our power.

I agree that the personal data provided herein be used for the purpose of administration and communication, assessment of membership election, and provision of services and benefits by the CILT and CILTHK.

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| Authorised Signature with Company Chop |  | Date |

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| **APPLICATION CHECKLIST** | |  |
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| Have you … | | |
|  | Completed the organisation membership application form and signed with company chop? | |
|  | Enclosed copies of supporting evidence e.g. Annual Report, Certificate of Business Registration and/or financial statement? | |
|  | Enclosed a crossed cheque for application fee of HK$150 made payable to “**The Chartered Institute of Logistics and Transport in Hong Kong**”? | |
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| You should … | | |
|  | Send this 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 | |

Organisation Membership Criteria and Requirements & NOTES for Applicants in next Page

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| **FOR OFFICE USE ONLY** | |
| Date Received: | Cheque Number: |
| Date Approved: | Receipts: |
| Date Elected: | Membership Number: |
| Remarks: | |
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| **Application Form for ORGANISATION Membership P4** |

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| **Organisation Membership Criteria and Requirements:** | |
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| 1. A registered company or organisation must have over one year of operation and with limited liability. Also, it is actively involved in  * Air, sea, rail, road, passenger or freight transport * Logistics * Supply Chain Management * Transport or logistics related services * Transport or logistics related research and development organisation  1. An academic institution/research centre must be able to demonstrate its affiliation with a local university/college. 2. Categories:   **Gold Tier (OM category)**   * This registered company or organisation in Hong Kong must have a minimum of 12 full-time employees and/or a minimum paid-up capital of HK$500,000 or above * Each OM would be entitled to have 3 free membership cards   **Silver Tier (SME category)**   * This registered company or organisation in Hong Kong must have a minimum of 6 full-time employees and/or a minimum paid-up capital of HK$200,000 or above * Each SME would be entitled to have 1 free membership card  1. It must be committed to the promotion of the Organisation Membership as “Partnership for People’s Development in Logistics and Transport Industries.” 2. Documents, publications or printouts to support the organisation’s conditions and the financial background, such as the Annual Report, Certificate of Business Registration and/or copy of the financial statement, must be enclosed with the application. | |

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| **NOTES FOR APPLICANTS** | |  |
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| Please carefully read the following notes before completing this organisation membership application form.   1. Application should be completed in legible handwriting. 2. Your organisation membership application process may be delayed if you fail to provide sufficient supporting documents. 3. Please ensure that all information is accurate. 4. Application results normally will be available within 2-4 months from the date of submission of the application. 5. Should there be any changes after the submission of this Organisation Membership application, please contact the CILTHK Administration Office at (852) 2866 6336. 6. Fee Schedule (non-refundable):  |  |  | | --- | --- | | Fee Schedules | HK$ | | Application Fee\* | 150.00 | | Election Fee (one-time fee)   * Gold Tier (OM) * Silver Tier (SME) | 6,800.00  4,800.00 | | Annual Subscription Fee   * Gold Tier (OM) * Silver Tier (SME) | 6,800.00  4,800.00 |   *\* cheque payment should be made payable to ‘CILTHK’ or ‘The Chartered Institute of Logistics and Transport in Hong Kong’ and enclosed with the duly completed application form.* | | |
| Z:\CILTHK\Administration\Company Stationery\CILT Brand Guidelines_20130809\New Icon\circular logo.jpg | **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](mailto:info@cilt.org.hk) | **W** www.cilt.org.hk | |