



HONG KONG ARCHIVES SOCIETY Membership Application / Renewal Form

香港檔案學會 會員申請 / 續會申請表

Name of Applicant / Institution 申請人姓名 / 申請機構名稱 (Please write in block letter 請用正楷填寫)

(English) _____ (name of contact person)

(中文) _____ (聯絡人姓名)

Membership No. 會員編號 :
(If applicable, 如適用) _____

Address 地址

Tel 電話 _____ Fax 傳真 _____

E-mail Address 電郵 _____

Briefly account for your working experience with archives / a brief account of the work undertaken by the institution
請簡述從事檔案工作經驗 / 貴機構的工作性質

(for non-institution applicants) (非機構會員)

Occupation 職業 _____ Current Position 職位 _____

Name of Service Institution 服務機構名稱

Membership history / 會籍歷史

Applying for / 現申請為

Application year / 申請年度

Declaration 宣稱

_____ (your name / name of the institution)

I, the undersigned request Hong Kong Archives Society Limited to accept the above application and agree to abide by the constitution of Hong Kong Archives Society Limited to promote archival activities and co-operation of members.

證實上述資料全部正確無訛，現請香港檔案學會有限公司接納本人申請為會員，並同意遵守貴會的守則及參與促進會員間合作和有關活動。

Signature 簽署 / Official Seal/Chop 機構蓋章

Date 日期 (DD/MM/YYYY)

Categories of membership:

Professional Member:

Practitioners with a postgraduate diploma/certificate or higher qualifications in archival studies or information management-related fields, AND more than 3 years' relevant full-time work experience.

General Member:

Persons who are interested in Hong Kong history or the archival profession.

Student Member:

Concessionary membership is available for students in full time education or taking archives or records management courses.

Institutional Member:

Institutions responsible for or interested in the administration and use of records and archives.

Membership Fee :

Professional Member:	HK\$400	General Member:	HK\$200
Student Member:	HK\$100	Institutional Member:	HK\$1,250

Payment methods :

1. Membership fees can be paid by crossed cheque or bank draft made payable to “**Hong Kong Archives Society Limited**” or “**香港檔案學會有限公司**”, and post it to GPO Box 8374 together with this membership form.
2. Transfer/bank in your membership fees to HKAS bank account 848-506168-838 at HSBC and send the receipt together with the membership form to GPO Box 8374 or email to hkasmembers@archives.org.hk.
3. FPS (轉數快) : 115593873

Enquiries :

hkasmembers@archives.org.hk

P.O. Box 8374, General Post Office, Hong Kong / 香港郵政總局郵政信箱 8374號

Membership Benefit

1. General, Student & Institutional members enjoy 20% discount for enrolling HKAS courses and activities; Professional members 30% discount.
2. Eligible to join the HKAS Professional Support Group on WhatsApp for mutual support, learning, networking, and building a closer and stronger archive community.
3. Priority registration to HKAS activities.
4. Free recruitment advertisement posting for Institutional Members on various platform.
5. With consent, professional and institutional members can be listed on HKAS website with brief personal/company profile and contact details.

Notes 備註

1. Personal data provided as part of an application for membership will be used solely for the purpose of application, and the data will be handled by Hong Kong Archives Society Limited (HKAS) only. 本申請表內有關的個人資料將僅供本會作處理申請會員資格之用。
2. Applicant is advised to provide all the information requested in this application form; otherwise, HKAS may not be able to process their applications. 申請人請盡量提供足夠資料，否則本會不能處理閣下之申請。
3. When the process of application for membership has been completed:
(a) the document of unsuccessful applicant will be destroyed; and 如入會申請不被接納，本會將銷毀一切有關的個人資料
(b) the document showing personal information of successful applicant will become part of the members file; in which case, the data will thereafter be handled by HKAS. 成功申請者的個人資料將會存入會員檔案並由本會處理。
4. Under the provisions of the Personal Data (Privacy) Ordinance, applicants have the right to request access to, and to request the correction of their personal data. Those who wish to access or make correction to their personal data are required to contact the Secretary of Hong Kong Archives Society Limited at P.O. Box 8374, General Post Office, Hong Kong 根據個人資料（私隱）條例，申請人有權查閱及更改其個人資料，請以書面向本會秘書申請：香港郵政總局郵政信箱8374號。