

# INSTITUTE OF SHOPPING CENTRE MANAGEMENT



## HISTORY

The Institute of Shopping Centre Management (ISCM) was founded in 2002 by a group of local professionals in real estate who have extensive experience in managing shopping centres and malls in Hong Kong.

## OUR AIMS

The Institute is a learned and professional society with aims as representative of the field of shopping centre management and to standardize and elevate professional profile of the industry.

The Institute will liaise with various professional bodies, organizations, associations, governmental bodies and administrative officials both locally in Hong Kong and internationally in order to cultivate and maintain a platform for the exchange of best practices in the art and science of shopping centre management in the Asia Pacific Region.

## MEMBERSHIP

Membership is open to any individual persons or corporation, in any nation, currently who is a practitioner in shopping centre management or is a student who is enrolled in a course of professional study in the same.

Membership of the Institute is categorized into following grades:

1. Honorable Member (Hon.ISCM);
2. Fellow Member (FISCM);
3. Full Member (MISCM);
4. Associate Member (AISCM), and
5. Student Member.

The application shall be completed in full and must be accompanied by;

1. Copies of Certificates of membership of other professional institutions;
2. Copies of Certificates relating to academic qualifications;
3. Employer's letter certifying the positions and job natures; and
4. A cheque in favour of 'Institute of Shopping Centre Management Limited' in amount of the annual fee of the applied grade of membership.

## MEMBERSHIP ELIGIBILITY

### HONOURABLE MEMBER (Hon.ISCM)

- To be recruited by invitation or nomination by the Board. A Honorable member shall be a member who, in the opinion of the Committee, has made a considerable contribution to the sphere of shopping centre management generally and to the aims of the Institute.

### FELLOW MEMBER (FISCM)

- All professionals with 10 years' post-professional qualification working experience in the field of shopping centre and could be recruited by invitation or nomination by the Membership Committee;
- By upgrading application for those members with 5 years post-professional qualification working experience in the field of shopping centre management by application from full members;
- Invitation or nomination by 3 Fellow Members or Board Members is necessary.

### FULL MEMBER (MISCM)

- All recognized course graduates as approved by the Board with at least 3 years' proven working experience in the field of shopping centre management;
- All professionals who have taken any recognized program / course at least at diploma or degree level with at managerial level;
- 10 years' experience at managerial level in shopping centre field or relevant industry endorsed by the Membership Committee.

### ASSOCIATE MEMBER (AISCM)

- All recognized course graduates;
- Any person who has a minimum of 2 years' working experience in the field of shopping centre management but did not take any recognized courses;
- Final endorsement by the membership committee is required.

### STUDENT MEMBER

- Any registered student who is currently undertaking or eligible to undertake relevant courses i.e. shopping centre management, property management, surveying recognized by the ISCM.

## OVERALL REMARKS

Membership approval is subjected to final decision of the Membership Committee.

## MEMBERSHIP FEE SCHEDULE

Grade of Membership	Annual Fee
Student Member & Retired Member	HK\$ 280.00
Associate Member	HK\$ 720.00
Full Member	HK\$ 1,100.00
Fellow Member	HK\$ 1,650.00
Honourable Member	Donation

\*Entrance Fee (\$300) is waived only for the year 2003

## BENEFITS OF MEMBERSHIP

Once your application for membership is successfully approved, you will enjoy the following benefits:

1. Access to professional advice on policy and research;
2. Access to events organized by the ISCM;
3. Developing a wide networking with your counterparts in the field;
4. Experience sharing with other professionals in the industry;
5. Able to stand for election to the Board;
6. Able to vote at ISCM meetings.

## ENQUIRY

For enquiries, please contact us at "INSTITUTE OF SHOPPING CENTRE MANAGEMENT LIMITED", ROOM 1106-08, 11/F, C C WU BUILDING, 302-308 HENNESSY ROAD, WAN CHAI, HONG KONG

## APPLICATION FOR MEMBERSHIP

Membership Number:

AF 02/09

## GRADE OF MEMBERSHIP (Please tick as appropriate)

- Fellow Member  
 Full Member  
 Associate Member  
 Student Member

\*Please refer to the eligibility criteria on Page 4 for guidance notes for different grades of membership

\*Please submit this form together with a cheque payable to 'Institute of Shopping Centre Management Limited'

\*Mail to Institute of Shopping Centre Management (ROOM 1106-08, 11/F, CC Wu Building, 302-308 Hennessy Road, Wan Chai, Hong Kong)

\*If you are going to submit the application by email, please go to our website <http://www.iscm.org.hk>. For any enquiries, please send email to [contactus@iscm.org.hk](mailto:contactus@iscm.org.hk).

## Section 1

PERSONAL DETAILS		Photo (1 1/2" X 2")
Name (English): (Mr / Mrs / Miss / Ms*)		
Name (Chinese):	Date of Birth:	
I.D. / Passport* Number:		
E-mail Address:		
Telephone No.:	Fax No.:	
Home Address:		

\* Delete as appropriate

EMPLOYMENT DETAILS	
Employers name:	Head Office (if different):
Address:	
Tel. No.:	Tel. No.:
Fax No.:	Fax No.:
E-mail:	E-mail:
Job title:	
Year of Service with present employer:	

Which category(ies) is your employing organization fall into?

- Management Company       Developer       Property Agency  
 Government       Others (please specify) \_\_\_\_\_

Please indicate your major areas of responsibility (tick as appropriate)?

- Leasing       Property Shopping Management       Facility Shopping Management  
 Marketing & Promotion       Others (please specify) \_\_\_\_\_

## Section 2

### EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS

Please fill in below any courses that you are currently undertaking or have completed that relate to your application for membership. Please supply a copy of certificate or pass list as proof of qualifications.

Dates	Course Title	College / University	Part Time/ Full Time

Do you currently register with membership of other related organizations?  
(e.g. HKIH, RCS etc.)

- No  
 Yes (please specify) \_\_\_\_\_

## Section 3

### UPGRADE OF MEMBERSHIP

Completion of this section is only necessary for those applicants who apply for 'Fellow Member' either by invitation by the membership committee or by upgrading application from 'Full Member'.

Are you currently a registered member of the Institute (ISCM):

- No  
 Yes, please give your membership number: \_\_\_\_\_

Nomination or Invitation by three members of membership committee of ISCM for upgrading application:

Name:	Name:	Name:
Signature:	Signature:	Signature:
Membership Number:	Membership Number:	Membership Number:

## Section 4

### DECLARATION

Have you ever been convicted of any criminal offence in Hong Kong or elsewhere? If yes, please give details, including dates?"

- No  
 Yes, \_\_\_\_\_

I hereby declare that the particulars given in this form are true and completed in all respects. I undertake, if accepted, to observe the provisions of the Institute's rules and regulations and to abide by its Member Code of Ethics, as a condition of membership of the Institute to contribute, to the activities of the Institute.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

### DATA PROTECTION STATEMENT

I hereby give consent to the ISCM and others processing on its behalf, by means of a computer database or otherwise, any information which I provide to them for the purpose of membership of the Institute. The ISCM will collect and handle any personal information disclosed in accordance with the manner and reasons stated in Personal Information Collection Statement of the Institute.

FOR OFFICE USE ONLY	
RECEIVE DATE:	ADMISSION DATE:
APPROVED BY:	APPROVAL DATE: