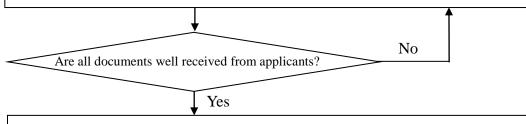


Workflow of Membership Application

(For Applicants with Local Qualification)

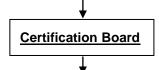
Membership application form, relevant document and application fee are received and gathered by the Hon. Secretary from the applicants on or before the deadline of the Certification Boards in each financial year.



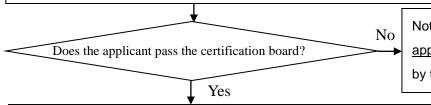
Notification letter will be sent to the applicant by the Hon. Secretary within 4 weeks after receipt of the documents.

Confirmation of the Certification Board members and date

Notification letter of the Certification Board will be sent to the applicant by the Hon. Secretary 4 weeks before the Date of Certification Board.



Confirming the results of the Certification Board with Executive Members



Notification letter of the <u>unsuccessful</u> <u>application</u> will be sent to the applicant by the Hon. Secretary within 2 weeks.

Notification letter of the <u>successful application</u> will be sent to the applicant by the Hon. Secretary within 2 weeks.

Certification of the HKSCPO will be sent to the applicant within 4 weeks after the membership fee of the financial year is well received by the Hon. Treasurer.