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A. Membership and benefits

1. What are the different membership categories?

EMAHK has several categories of membership: Affiliate, Full, and Certified. The requirements, benefits, and fees for each category are described in detail on our website at https://emahk.org/?page_id=81.

2. What benefits will EMAHK members enjoy?

Each membership category will receive slightly different benefits and are described on our website – https://emahk.org/?page_id=81. In addition to the benefits offered by EMAHK, our partner organizations will offer discounted rates for EMAHK members for some of their events from time to time.

3. What types of events and activities will EMAHK organize each year?

In the past, EMAHK has regularly organized and co-organize the following events:
- Symposiums
- Local technical site visits
- Field trips (local and overseas)
- Seminars and talks
- Discussion forums
- Career talk

As we gain a clearer understanding of our members' demographics and interests, we will tailor our events and activities to better suit their needs. We encourage all members to complete the survey after the events and activities to help us achieve this.

In addition to the above, we will partner with other organizations in the environmental management field and offer additional event participation opportunities for our members.

4. What is the validity of my membership?

All memberships expire on 31st December each year to align with the financial year of EMAHK. Members must therefore renew their membership before 1st January annually.

5. Can I participate in EMAHK events or activities if I am not a member?

Some of our activities will be for members only. However, there will also be events and seminars where Full and Certified Members can bring a friend, and even some that are open to the general public. For these events and activities, EMAHK members will be able to attend for free or at a discounted rate where non-members will be required to pay a higher rate.

B. Application process

6. How long does it take to process my application?

Applications are only accepted through an online platform and are processed after the application fee is paid. Although our Membership Committee will review and process applications as they arrive, all new memberships are approved by the Executive Committee during the committee's regular meeting. Thus, an application may take up to 3 months to process.

All enquiries regarding application status should be directed to membership@emahk.org.

7. What will you do with my submitted documents?

EMAHK takes personal privacy very seriously. These documents are retained for the duration of the membership validity and will be destroyed / deleted after one year from the time the document owner ceases to be a member of EMAHK.

However, according to the Hong Kong Companies Ordinance (CAP.622), EMAHK must maintain all members' information in a Register of Members until ten years after they have ceased to be a member. Information maintained in the register includes name, membership number, address, membership category, and membership start and end dates. This register is managed under the Privacy Policy of EMAHK which can be found at https://emahk.org/?page_id=2810.

8. How do I pay the first year's membership fee?

Upon approval of your membership application, an invoice with payment instructions will be emailed to you. To complete the membership application process, the invoice must be paid within 30 days of issuance.

New memberships approved after 1st July each year will be invoiced a pro-rated membership fee for the first year. New members approved starting 1st October will be required to prepay the membership fee for the following year. The following table lists the amount due at the time of membership approval:

Membership approved during …	Affiliate Member	Full Member	Certified Member	Membership valid until …
1st January ~ 30th June	Full year: $200	Full year: $350	Full year: $500	31st December of the current year
1st July ~ 30th September	Pro-rated: $100	Pro-rated: $175	Pro-rated: $250	31st December of the current year
1st October ~ 31st December	Pro-rated + following year: $300	Pro-rated + following year: $525	Pro-rated + following year: $750	31st December of the following year

9. Why do I need a Supporter and who can I ask?

Supporter verification is required for all applicants for Full and Certified Memberships.

EMAHK does not have the resources to verify each applicant's submitted information relating to his/her qualifications, therefore we ask that applicants reach out to a Supporter to verify that the information submitted in the application package is true and accurate.

Requirements for Supporters differ depending on the membership category. Applicants should refer to the instructions and descriptions on the application forms.

10. What happens if my application is not approved?

If it is deemed that the applicant does not meet the requirements for the membership category which he/she has applied for, his/her preference as indicated on the online platform will be the taken as the next processing step. The applicant has the right to file an appeal to the Board of Directors within 30 calendar days of receiving notification that his/her application is declined. The application process can be found at https://bit.ly/EMAHK-AppealV1.

C. Requirements for submitted evidence (for Full and Certified Members)

All pages of submitted documents must be verified by the Supporter with their full signature.

11. What should be submitted as evidence for Part 2a - Relevant Education History?

Copies of the relevant degree(s) must be submitted with the application form.

12. What should be submitted as evidence for Part 2b - Relevant Work History?

This is required for Full Membership applicants who do not have a post-graduate degree in an environmental management related field, as well as all applicants to the Certified Member category.

Accepted evidence includes but are not limited to:
* Letters from current and past employment verifying your dates of employment and job title
* Reference letter (for past employment), employment or promotion letter (for current employment, with salary and other sensitive information covered up)
* Other documentation from your employer(s) that confirms the position and dates employed as stated on the application form
* An up-to-date CV

Note that you are still required to complete this section on the application form even if you submit your CV.

13. What should be submitted as evidence for Part 2c - Relevant Professional Qualifications?

Professional qualifications are not a must for EMAHK membership application. However, for Full Membership applicants who do not have a post-graduate degree in an environmental management related field, as well as all applicants to the Certified Member category, this helps to support their relevant experience in this field.

When submitting evidence for this part, a copy of each relevant professional qualification should be included in the application package and must be verified by the Supporter.

D. Membership category conversion and renewal

14. How can I convert to Certified Member from the Full or Affiliate Member categories?

Since the requirements for Certified Membership is significantly different from those for Full or Affiliate Memberships, all current EMAHK members looking to become a Certified Member will be required to go through the application process using the application form for Certified Member. Make sure your current membership number is clearly stated on the appropriate box in the application form.

15. How do I renew my membership?

Members will receive an invoice with payment instructions during the last quarter of each calendar year. Upon settlement of the invoice, the membership will be valid until December 31st of the following year.

Certified Members are obligated to keep a record of their CPD history using the CPD Log. More details regarding CPD requirements are discussed in the last section of this document.

16. I have not renewed my membership for more than one year. Do I need to re-apply?

Yes. All past members who have not renewed their membership for more than 1 year will need to re-apply.

17. What are the CPD requirements for membership renewal (for Certified Members)?

To ensure the continued professionalism of Certified Members, there is a requirement that they stay in touch with new developments in the industry. Each year, Certified Members will be required to maintain a log of their continuous learning activities on the EMAHK CPD Log form. The link to download the CPD Log form can be found at the bottom of the EMAHK website Membership page (https://emahk.org/?page_id=81). All Certified Members must document their claimed CPD history using this form. Instructions for its completion are provided on the last page of the form.

The Membership Committee will conduct a random check of submitted CPD Logs and request the relevant members to present supporting evidence. Any member who fails to produce the requested evidence may have additional conditions tied to their membership renewal in the following year, which may lead to membership revocation if appropriate actions are not taken in a timely manner.

CPD units can be accumulated from the following event types:

Event Type	Examples	Evidence	Weighting
Learning	Attend conferences, seminars, courses (long and short), site-visits, etc.	Attendance certificate, badge, receipt, etc.	1 unit / learning hour *(full day = 6 units)*
Teaching	Guest speaker at conferences, seminars, short courses, etc. *(outside of regular employment duties)*	Event leaflet, thank you letter, handouts, etc.	3 units / teaching hour
Sharing	Obtain patents, publish papers, journals, books, etc. *(outside of regular employment duties)*	Published work	7 units / publication *(lead/sole author)* 4 units / publication *(co-author)*

There are two types of CPD units: Compulsory and Open. Compulsory units may be obtained by attending events and activities organized by EMAHK, and Open units may be obtained via attending learning events by EMAHK or other organizations, or via teaching or sharing events.

Each Certified Member is required to accumulate 10 CPD units, of which a minimum of 5 units are Compulsory units (i.e. attend EMAHK events and activities). All events and activities must be environment related to qualify as CPD units.

It is suggested that members fill in their CPD Log as they participate in events throughout the year and keep the relevant evidence for potential random checks.