



Application Form for Individual-based Exemption

1. Application Procedure

- 1.1 All applicants who want to apply for Individual-based Exemption must be the members of CILTHK.
- 1.2 Appropriate payment, course outline, syllabus and copies of testimonials such as certificates, course outlines and transcripts must be submitted together with the completed application form
- 1.3 Applications will be considered by the PQE Sub-committee of the Education & Training Committee of CILTHK.
- 1.4 This application will be treated in strict confidence and the information provided will only be used for individual-based exemption evaluation purpose by the Institute.
- 1.5 Applicants will be informed of the results of their applications for exemptions within 6-18 weeks from the date of confirmation received by CILTHK.
- 1.6 Should there be any change or correction of personal particulars after submission of this application, please contact the Administration Office at (852) 2866-6336.
- 1.7 Individual-based Exemption Fee (non-refundable).

Fee Schedules (with effect from 1 st January 2013)	HK\$
Application Fee	200
Exemption Fee for Each Subject	500
Administration Fee for Appeal (per case)	800

- 1.8 Appropriate payment should be made by crossed cheque payable to '**CILTHK**' and sent to **Chairperson, Education & Training Committee**
The Chartered Institute of Logistics & Transport in Hong Kong
7/F, Yue Hing Building, 103 Hennessy Road, Wanchai, Hong Kong

2. Conditions for Exemptions

- 2.1 Exemption may be given to an applicant by virtue of his/her previous studies and examination results.
- 2.2 Exemption will not be considered for any incomplete qualifications.
- 2.3 If 70% or above is identical in mapping the syllabus coverage exemption may be considered.
- 2.4 For external pass gained in courses of studies at the tertiary institutions, exemptions will be granted on subject to subject bases with examination results at Grade C / 60% Marks or above.
- 2.5 Qualifications from overseas institutions will be considered at individual merits
- 2.6 No exemption will be given to applicants whose qualifications are obtained by exemptions granted by local or overseas educational institutes.

3. Appeal Procedures

- 3.1 An applicant who is dissatisfied about the decisions of the PQE Sub-Committee may write to the E&T Committee stating clearly its reasons for appeal within 10 days from the date of notice of result. The E&T Committee shall look into the case again in view of the reasons given.
- 3.2 Fee will be charged to applicant and once paid it is non-refundable.
- 3.3 If the applicant is dissatisfied about the decisions of the E&T Committee, it may write to the Council stating clearly its reasons for appeal. An additional amount will be charged to applicants and once paid it is non-refundable.
- 3.4 The Council shall consider the case and inform the applicant about its decision within one month after it received the application.
- 3.5 The decision of the Council will be final.



Section A: PERSONAL PARTICULARS (please write in BLOCK letters)

Title: <input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Other:	
Surname:	Other Names:
Name in Chinese (if any):	CILT Membership No.:
Correspondence Address:	
Telephone No.: (Office) (Residential)	Office Fax No.: (Office) (Residential)
Pager / Mobile:	E-Mail Address:

Section B: Programme Information

PQE Paper(s) applied for Exemption(s)	Equivalent Past Academic Studies
Ordinary Level	
<input type="checkbox"/> OL1 Business Environment for Transport and Logistics	Institute: _____ Subject: _____ Grade/ Mark: _____ Year: _____
<input type="checkbox"/> OL2 Financial Management and Reporting for Transport and Logistics	Institute: _____ Subject: _____ Grade/ Mark: _____ Year: _____
<input type="checkbox"/> OL3 Marketing and Service Management	Institute: _____ Subject: _____ Grade/ Mark: _____ Year: _____
<input type="checkbox"/> OL4 Management and Decision Making	Institute: _____ Subject: _____ Grade/ Mark: _____ Year: _____



PQE Paper(s) applied for Exemption(s)	Equivalent Past Academic Studies
Advanced Level	
<input type="checkbox"/> AL1 Law of Business and Carriage	Institute: _____ Subject: _____ Grade/ Mark: _____ Year: _____ _____
Transport Stream	
<input type="checkbox"/> AL2 Transport Systems and Management	Institute: _____ Subject: _____ Grade/ Mark: _____ Year: _____ _____
<input type="checkbox"/> AL3 Sustainable Transportation	Institute: _____ Subject: _____ Grade/ Mark: _____ Year: _____ _____
<input type="checkbox"/> AL4 Transport Policy and Planning	Institute: _____ Subject: _____ Grade/ Mark: _____ Year: _____ _____
Logistics Stream	
<input type="checkbox"/> AL5 Global Supply Chain Management	Institute: _____ Subject: _____ Grade/ Mark: _____ Year: _____ _____
<input type="checkbox"/> AL6 Logistics Management	Institute: _____ Subject: _____ Grade/ Mark: _____ Year: _____ _____
<input type="checkbox"/> AL7 Warehousing and Materials Handling	Institute: _____ Subject: _____ Grade/ Mark: _____ Year: _____ _____



Please use supplementary sheet if necessary.

Section C: Required Documents		
Please tick the appropriate box(s) and provide the respective attachment number(s), corresponding to the submitted documents that you will attach with the application form.		
	Attachment No.	For office use only
<input type="checkbox"/>	Subject syllabuses	<input type="checkbox"/>
<input type="checkbox"/>	Subject outline	<input type="checkbox"/>
<input type="checkbox"/>	Transcript	<input type="checkbox"/>
<input type="checkbox"/>	Certificate(s) of Educational Attainment	<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>

DECLARATION
I declare that the information given above is correct and completed. I understand that if I willfully give any false information in this application form or withhold any material information, it will render me liable to disqualification for exemption application or to cancel, even already granted by CILTHK.
Signature of Applicant: _____ Date: _____

For Office Use Only	
Date Received:	Cheque Number:
Date Approved:	Receipts:

Remarks: _____