

The Department of Health announced on 31st October 2019 that HKICP was granted full accreditation status under the Pilot Accredited Registers Scheme for Healthcare Professions.

22nd March 2020

Guidance Note on the Application for Registration with HKICP

1. About the collection of personal data in compliance with the Personal Data (Privacy) Ordinance, Chapter 486 of the Laws of Hong Kong:
 - A. Purpose of Collection: The personal data you voluntarily provided through this application form and attachments will be used by the Hong Kong Institute of Clinical Psychologists Ltd. (“HKICP”) for the purposes approved by the Processional Council of HKICP including but not limited to HKICP membership consideration, HKICP membership registration, and communication between you and HKICP.
 - B. Consequences of failure to supply personal data: Your truthful information is necessary for the purposes mentioned in paragraph A above, failure to provide as required may result in the delay or decline of your application and/or disruption of HKICP communication with you about HKICP matters.
 - C. Classes of transferees: The personal data you provided through this application form may be disclosed to statutory authorities when lawfully required and/or other persons for the purposes mentioned in paragraph A above.
 - D. Access to Personal Data: You have a right to request access to and to request correction of the personal data you provided to HKICP. To access the data, you should write to HKICP at the electronic or the registered address specified in www.icphk.org.hk.
 - E. Amendment to Personal Data: You should write to HKICP if you want to amend your personal data.
2. Download and fill in “Application for Registration with HKICP – Application Form”
3. Download, fill in “Application for Registration with HKICP – Declaration Form”, and make a declaration. A statutory declaration can be made before a Commissioner for Oaths, Solicitor or Barrister in Hong Kong. Declaration service is also available free of charge at the District Office of Home Affairs Department (https://www.had.gov.hk/en/public_services/public_enquiry_services/provide_d.htm).

4. Prepare both *hardcopy* and *electronic copy* of all the supporting documents which include, but not limited to the degree certificates, the transcripts, the placement log books etc.
5. Applicant is required to send a **crossed cheque of HK\$500 payable to “Hong Kong Institute of Clinical Psychologists Ltd.”** (non-refundable application fee) and a hardcopy of “Application for Registration with HKICP – Application Form” , “Application for Registration with HKICP – Declaration Form” and the supporting documents to :-

Hong Kong Institute of Clinical Psychologists
P.O. Box 98642 Tsim Sha Tsui Post Office,
Kowloon, Hong Kong

6. Applicant is ALSO required to email an electronic copy of all the above (including the completed signed declaration form, supporting documents and the cheque of application fee HK\$500) to **icp@icphk.org.hk**. The subject of the email is **<Application for and documents for HKICP membership_[Applicant’s Surname]_[initial]>**