

IMPORTANT NOTES TO MEMBERSHIP RENEWAL - CATEGORY A MEMBERSHIPS

This information is applicable to the following existing members:

1. Registered Members(STAoHK-Reg)
2. Student Members(STAoHK-Stu)

HOW TO RENEW YOUR MEMBERSHIP

- I. Registered members:
 1. Fill out the application form - online application form/download
 2. Submit the first-aid certificate w/ AED(if applicable)
 3. **Other documents are NOT required.**
- II. Student members and new graduates- renewal:
 1. Fill out the application form - online application form/download
 2. **Other documents are NOT required.**

FOR EXISTING STUDENT MEMBERS GRADUATE THIS YEAR

1. Please choose "Student member" for renewal'
2. Submit the transcripts when available by email enquiry@staohk.org;
3. The membership will be convert to Registered Member(STAoHK-Reg) with no extra fees needed.

WHAT IF MY FIRST AID CERTIFICATION W/AED IS EXPIRED?

Registered Members can submit a valid certification copy **on or before 30 Sept 2024**. Please send the copy to enquiry@staohk.org when available.

The Certificate of Registration will be withheld by the Association until the valid certification is received. If you have a difficulty in renewal before the deadline mentioned above, please contact us by email for a discussion.

Student members, including new graduates are not required to submit the certification copy.

16 CPD POINT

Members required to confirm the CPD requirements are met by ticking the declaration in the application form and keeping your documents for random audit upon request. Members are **NOT required** to submit the documents of proof when submitting the application form.

PAYMENT OF MEMBERSHIP FEE AND INSURANCE PREMIUM

1. The Association will send you a notification email after we received the application, with the fees to be paid stated in the email;
2. Please arrange payment within 14 days of email date or deadline stated, whichever is earlier;
3. **\$200 surcharge will be imposed for late payment.**

DEADLINE OF RENEWAL SUBMISSION

24 June 2024.

RENEWAL SUBMISSION AFTER THE DEADLINE WILL NOT BE PROCEEDED.