

1. Members' Services

(2) Diamond Package (HK\$4,000 with 18 service hours rendered per month)

Our Diamond Package Services include:

- All items in **Pearl Package**; PLUS
- Remind members to attend meetings (prepare and disseminate announcement letter / Invitation letter)
- Write and arrange dispatch of general correspondence
- Prepare meeting documents for the Council Meeting
- Manage mailbox
- Handle bookkeeping & prepare cheques & receipts for payment

Additional services on per job basis (excluded in the secretarial package)

(1) Change of bank signatories (HK\$3,500 per job)

- Coordination of changes to the local bank account with the bank-authorized signers
- The charge is applicable for up to the change of 4 local bank-authorized signers
- An additional charge of HK\$225 will be incurred for every extra signer added

(2) Application for CME activity (HK\$1,000 per application)

- Application for CME activity
- The charge is applicable for up to 2 speakers. An additional charge of HK\$225 will be incurred for every extra speaker added
- The required documents for application should be provided by the Member Societies / organizer at least 35 days in advance of the event

(3) Application for re-accreditation of CNE provider (fee charges depend on the number of programs involved)

- Application for re-accreditation of CNE provider

(4) Attend Council Meeting / Annual General Meeting / other Meetings and preparation of the minutes

Office hours - HK\$400 per hour

Non-office hours - HK\$800 per hour

- Attend Council Meeting / Annual General Meeting / other Meetings and preparation of the minutes
- Different rate of fee is charged depends on different time slot:
 - Office hours: Monday to Friday 9:00 am - 6:00 pm
 - Non-office hours: Monday to Friday after 6:00 pm, Saturday & Sunday
- The total charge will be calculated by the total no. of hours spent (from departure and return to office) on an hourly rate plus the transportation fee

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(5) Attend Council Meeting / Annual General Meeting / Other Meetings

Office hours - HK\$225 per hour

Non-office hours - HK\$450 per hour

- Attend Council Meeting / Annual General Meeting / Other Meetings
- Different rate of fee is charged depends on different time slot:
 - Office hours: Monday to Friday 9:00 am - 6:00 pm
 - Non-office hours: Monday to Friday after 6:00 pm, Saturday & Sunday
- The total charge will be calculated by the total no. of hours spent (from departure and return to office) on an hourly rate plus the transportation fee

(6) Event Organising (on a project basis, specific quotation will be provided upon request)

- Organizing and coordinating activities / events, e.g. Annual Scientific Meeting, Annual Dinner, Public Lecture, Dinner / Lunch Symposium, Annual General Meeting etc. The following services are available:
 - Conference Planning and Monitoring
 - Programme Management
 - Website Development and Maintenance
 - Abstract Submission Coordination
 - Venue Management
 - Publication and Promotion
 - Registration Management
 - Sponsorship Management
 - Financial Management
 - Post Event Management
 - Catering Service

Remarks:

- (a) Local mail is charged at \$2.2 per small letter (weight not over 30 g).
Please refer to the Hong Kong Post website at <https://www.hongkongpost.hk> for any updates on the postage rates.
- (b) Membership record is provided by the member society and submitted to FMSHK. When member society submits updated information about their members, FMSHK updates the membership record accordingly.
- (c) Bank in cheque for membership fee: HK\$5 per transaction.

Change / Termination of the package:

The contract of the package covers 1 year and is renewable on an annual basis. The charge is usually paid on a quarterly basis unless otherwise agreed by the member society and FMSHK. Member Society may change or terminate the package prior to 2-month proper notice.

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Secretarial Mailing and Other Service Charges

	Member HK\$	Non-Member HK\$
1. Photocopying Services (per page)		
- B / W (per page)	1.20	2.00
- Colour (per page)	2.50	3.00
2. Meeting Documents Mailing Services to members^(a) (per address) (Postage as charged by the Post Office)		
2.1 Small size Envelope 245 mm x 165 mm (weight not over 30 g, less than 3 pc of A4 paper)	7.50	12.50
■ Label provided by FMSHK		
■ Includes folding / insertion		
■ Postage @ \$2.2		
2.2 A4 size Envelope (weight not over 50 g, less than 2 pc of A3 poster)	10.00	15.00
■ Label provided by FMSHK		
■ Includes folding / insertion		
■ Postage @\$4.10		
3. Use of FMSHK address as correspondence address		
Pigeon-holed Rental Services ^(b)	650.00 per year	N/A
4. Storage Services (per standard area 2.75 x 3.50 x 1.75 inches)	1,200.00 per year	N/A

Remarks:

- (a) The client provides the membership list to FMSHK. FMSHK prints the labels according to the list and sticks the label on the envelope.
- (b) FMSHK keeps the mails that come through to the FMSHK office. The clients pick up the mails at FMSHK office.