



# The Society of the Golden Keys of Hong Kong

(AFFILIATED TO THE U.I.C.H. LES CLEFS D'OR)  
"SERVICE THROUGH FRIENDSHIP"



## MEMBERSHIP APPLICATION FORM

### Les Clefs d'Or Member

Any Chief Concierge (who having 2 years of experience of being a Chief Concierge of a hotel in Hong Kong) or Assistant Chief Concierge (having 3 years of experience of being an Assistant Chief Concierge of hotel in Hong Kong) who also acquired a minimum of 5 years working experience in the Concierge Department of a hotel may apply for election as Les Clefs d'Or member of the Society.

### Local Member

Any Chief Concierge (who having 2 years of experience of being a Chief Concierge of a hotel in Hong Kong) or Assistant Chief Concierge (having 3 years of experience of being an Assistant Chief Concierge of a hotel in Hong Kong) but less than 5 years working experience in the Concierge Department of a hotel may apply for election as local member of Society.

Any Assistant Concierge (who having 2 years of experience of being an Assistant Concierge of a hotel in Hong Kong) who also acquired a minimum 5 years working experience in the Concierge Department of a hotel may apply for election as local member of Society.

Note: Position of Assistant Concierge is not eligible to apply for Les Clefs d'Or membership

I wish to become a

☐

Les Clefs d'Or Member

☐

Local Member

of The Society of The Golden Keys of Hong Kong ("The Society"). I declare that I have reached the minimum requirement for membership.



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I understand that by withholding information or making false statement in this application will disqualify me from being a member of The Society.

I understand that there will be an entrance fee of HK\$1,000.00 and yearly subscription of HK\$3,600.00.

I also understand the membership interview fee of HK\$1,000.00 will be applied and can be offset against the initial fee for successful applicants. This policy will take effect on 1st January 2025.

I further understanding that by joining The Society, I consent to the publication of my image in all kinds of media for the promotion of the goodwill of The Society.

Effective on 1 January 2026, Prospective' Les Clefs d'Or members is required to attend a minimum of one time x International Congress or Asian Congress.

This engagement is essential for acquiring firsthand insights into the traditions of Concierge service including education, assembly, corporate social responsibility, networking opportunities and other key elements of the profession.

Upon successful completion of the application process and interview, new members will be granted local membership. Admission as a Les Clefs d'Or Member will be formally conferred following their attendance at an International Congress or Asian Congress.



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## MEMBERSHIP FORM

Last Name **	First name **
Date of Birth (DD/MM/YYYY)	Birthplace
Nationality	Gender <input type="checkbox"/> M <input type="checkbox"/> F

Address	
Zip	City
Telephone	Personal email **

Hotel Name**	
Hotel group **	
Address **	
Zip **	City **
Telephone **	Fax **
Direct line **	Personal work / business email **
Website **	Professional email **
Position **	Since **
Type of employment (Permanent / Contract – please specify duration)	

Have you already been a Member of « Les Clefs d'Or » ? **	<input type="checkbox"/> Yes <input type="checkbox"/> No
Member section: **	
Notes:	

First proposer		Second proposer	
Name **		Name **	
Hotel – City, member section & membership number		Hotel – City, member section & membership number	
Position	Signature	Position	Signature

Information marked \*\* will be shared in the Book of Members of UICH « Les Clefs d'Or ».



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Concierge Experience ** (Minimum 5 years of activity in a hotel lobby)					
From	To	Hotel	City	Country	Position

Please check boxes.

- ☐ I, the undersigned, certify that all the information contained in this document is accurate and declares that I wish to join the The Society of The Golden Keys of Hong Kong, member section of Union Internationale des Concierges d'Hôtels "Les Clefs d'Or", and submit to the statutes, rules of procedure and perform my duties in accordance with the U.I.C.H. Charter.
- ☐ I understand that it is my responsibility to update The Society of The Golden Keys of Hong Kong about any change in the information given in this application form.
- ☐ I am informed that the insignia of the association as those of the U.I.C.H. "Les Clefs d'Or" which will be given to me after acceptance of my application and throughout the duration of my membership:
- are registered models and trademarks, property of Les Clefs d'Or and protected by law.
  - can only be worn as part of my Hotel Concierge activity and only as long as I am a member of the association.
  - will not be worn any longer once I no longer remain a member of the association The Society of The Golden Keys of Hong Kong, whatever the reasons.
  - are not transferable to third parties, even for an honorary reason, without the agreement of the Board of Directors.
- ☐ From the moment I no longer remain a member of the association The Society of The Golden Keys of Hong Kong, and consequently of U.I.C.H. "Les Clefs d'Or", I will only be able to refer to my membership as past and will not use the names and logos of the association on any type of correspondence or publication.
- ☐ I authorize The Society of the Golden Keys of Hong Kong to create a record about me in the UICH Book of Members and communicate any of the above mentioned information or attachments to UICH « Les Clefs d'Or » at any moment and upon simple request\*.

Signature

Date



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### Required attachments:

- ☐ Applicant's covering letter.
- ☐ Applicant's full resume with job descriptions.
- ☐ Applicant's ID photo (paper and digital).
- ☐ Applicant's photo in full uniform at your Concierge Desk (paper and digital).
- ☐ Letter of recommendation from your hotel General Manager with all necessary work certificates covering five years of activity in a hotel lobby, two years in the position of Chief Concierge or three years in the position of Assistant Chief Concierge or two years in the position of Assistant Concierge, with mention of your job title and seniority.
- ☐ Letter of recommendation from each of your proposer, member of UICH « Les Clefs d'Or ».
- ☐ A copy of Membership Application Form signed by the applicant and his/her two proposers.
- ☐ A current check or copy of payslip (hiding the financial information) to The Society of The Golden Keys of Hong Kong to issue an initial membership fee and yearly subscription is needed for successful applicant.

*Any section may add additional criteria, fix longer service time or require more documents, etc.*

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U.I.C.H. « Les Clefs d'Or », as an association registered in France. As such, it complies with the CNIL requirements (Commission Nationale Informatique & Libertés) which protects personal data, supports innovation and preserves individual liberties. It also complies with European GDPR/RGDP. All collected data will be used for the sole administrative purposes of UICH. Each Member can decide to display some of the information or not, and to make it available to membership only or to affiliates.

All information required in this document is necessary to your application.

### Consent:

*Please check boxes.*

- ☐ By completing this registration form, I agree that UICH "Les Clefs d'Or" may collect, process, store and / or use the personal data submitted in compliance with the rules set out below. ☐ By giving you my consent, I understand that I also retain the right to withdraw my consent, and the right to have my personal data deleted.
- ☐ I understand and agree that collecting my personal data is to check that my membership is in accordance with the statutes of our association;
- ☐ I understand and agree that collecting my personal data is to allow me to be in touch with all the members of our association;
- ☐ I understand and agree that the collection of my personal data will be utilized to inform me of the status and progression of our association.

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Name

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Applicant's Signature

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Date



Retired on: _____	Position: _____ Hotel: _____
Transferred on: _____	Section: _____
Deceased on: _____	<input type="checkbox"/> Active <input type="checkbox"/> Retired
Resigned on: _____	Reason: _____
Expelled on: _____	Reason: _____
<input type="checkbox"/> Requested to have personal data deleted      Date: _____	