



THE COLLEGE OF DENTAL SURGEONS OF HONG KONG

香港牙科醫學院
(Incorporated with Limited Liability)



A Constituent College of the Hong Kong Academy of Medicine

January 02, 2020

<Announcement>

Administration fee for taking remedial program in year 2020

The 3-year cycle of 2017-2019 has ended on December 31, 2019. Some Fellows / Non-Fellows Specialists / MGD Holders may not have fulfilled the CME/CPD requirement by the deadline. Those who have CME/CPD shortage in 2017-2019 but have obtained two-third of the required total score are allowed to take the "remedial program" in the year 2020.

An administration fee will be levied for those who need to take the remedial program in 2020. In order to encourage Fellows / Non-Fellows Specialists / MGD Holders to complete the remedial program as soon as possible, the said fee will be waived for those who complete the program by 30 June 2020. For those who fail to complete the program by the deadline, an administration fee of HK\$1,000 per month will be charged from 1 July onward.

Date at completion of remedial program		Administration Fee to be paid
1.	July 01-31, 2020	HK\$1,000
2.	August 01-31, 2020	HK\$2,000
3.	September 01-30, 2020	HK\$3,000
4.	October 01-31, 2020	HK\$4,000
5.	November 01-30, 2020	HK\$5,000
6.	December 01-31, 2020	HK\$6,000

For example, a Fellow/Member needs to pay HK\$2,000 if he/she complete the program in August 2020, or HK\$5,000 if he/she complete the program in November 2020, etc.

Remarks:

- Please prepare a cheque with the appropriate administrative fee payable to **The College of Dental Surgeons of Hong Kong** together with the relevant documents (e.g. Certificates of Attendance, Summaries of Self-study etc.) to College Secretariat for processing.
- If the document(s) are sent by post, the administrative fee will be based on the date of the postal chop.

Rm.902, H K A M Jockey Club Building, 99 Wong Chuk Hang Road, Aberdeen, HK

Tel: 28718866 Fax: 28736731

*** E-mail address for CME matters: cme_cpd@cdshk.org ***



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- If documents are sent by fax / via email – the administrative fee will be based on the date printed on the College's fax machine / computer.
- The College Secretariat may reject to handle your requests if there is
 - no or inadequate amount of administrative fee has been paid;
 - no supporting documents to support the CME claims

Invoice

From: The College of Dental Surgeons of Hong Kong

Re: Administrative fee chargeable for taking remedial program in year 2020

Name of Applicant: (Full Name)				
Status in College:	Fellows & Non-Fellows Specialists		MGD Holder	
Cheque no.:		Admin Fee:	HK\$	
Name of Bank:				

Remarks:

- A cheque must be attached with the claim documents (e.g. certificates of attendance to substantiate the claim)
- An official receipt will be sent to the applicant once the transaction is completed with the bank