


Application to be Member of Register of Speech  
Therapists accredited by Department of Health  
**QUICK GUIDE**  
**(Phase 1 & 2)**

Step 1	Step 2	Step 3	Step 4
<p><b>Prepare documents</b></p> <ul style="list-style-type: none"> <li>• Graduation certificate(s) in relation to speech therapy (or proof of HKAST membership)</li> <li>• Individual professional indemnity insurance certificate #</li> <li>• Declaration of no criminal conviction record ^</li> </ul>	<p><b>Register portal account</b></p> <ul style="list-style-type: none"> <li>• First, register an account</li> <li>• Then, login and fill in the online application form</li> </ul> 	<p><b>Online application</b></p> <ul style="list-style-type: none"> <li>• Complete online application form</li> <li>• Upload softcopies of ALL required documents (.pdf or .jpg)</li> <li>• Submit online application</li> </ul>	<p><b>Pay the fee</b></p> <ul style="list-style-type: none"> <li>• Cheque of \$1500 payable to “Hong Kong Institute of Speech Therapists Limited”</li> <li>• Write your name, contact number on the back of the cheque *</li> </ul>

# FYI, Charterlloyd Insurance Brokers Ltd. offers \$680/ year to HKAST Full Members (insurance certificate issued in 6-8 weeks), yet applicant could also choose to get insured from other provider(s)

^ Free oath service available at District Offices of Home Affairs Department (please check available time from [www.had.gov.hk/en/public\\_services/public\\_enquiry\\_services/provided.htm](http://www.had.gov.hk/en/public_services/public_enquiry_services/provided.htm))

\* Cheque should be mailed to HKIST: Room 1201, 12/F, Block B, New Trade Plaza, 6 On Ping Street, Shatin, New Territories, HK.