

## Dropbox Service at College Secretariat

For the convenience of College members who submit application documents **out of working hours** of the Secretariat Office (*i.e. Monday to Friday after 5:30 PM, or on Saturdays, Sundays, and Public Holidays*), a plastic “Dropbox” is available right in front of the office door for document collection.

### Notification Procedure

1. To ensure the submitted documents have been safely collected by the Secretariat staff, College members please notify the respective staff (*see below*) by email or via phone in advance.
2. When the documents are placed in the “Dropbox”, College members please notify the respective Secretariat staff by email with a photo showing the documents in the “Dropbox”. The staff will collect the documents once the notification email is received.

### Here are the contact details of the staff:

#### **Examination application:**

Ms Angel LAM ([angel.lam@paediatrician.org.hk](mailto:angel.lam@paediatrician.org.hk) / 2871 8771)

#### **Fellowship, Membership and Associateship application:**

Ms Annissa KAM ([annissa.kam@paediatrician.org.hk](mailto:annissa.kam@paediatrician.org.hk) / 2871 8871)

#### **Subspecialty application:**

Ms Stephanie LAI ([stephanie.lai@paediatrician.org.hk](mailto:stephanie.lai@paediatrician.org.hk) / 2871 8842)

#### **Retrospective Accreditation application / Trainer application:**

Ms Candy KWOK ([candy.kwok@paediatrician.org.hk](mailto:candy.kwok@paediatrician.org.hk) / 2871 8772)



“Dropbox” In  
front of the  
HKCPaed  
Secretariat  
Office



Secretariat office: RM 801, 8/F, HKAM Building, 99 Wong Chuk Hang Road, Aberdeen, HK.