



香港建築師學會
The Hong Kong Institute of Architects

APPLICATION FOR CORPORATE MEMBERSHIP

A ARCHITECTURAL PRACTICE COMPANY INFORMATION

Full Company Name in English

Full Company Name in Chinese (if applicable)

Date of Establishment

Place of Registration*

Office Address (English)

Office Address (Chinese)

* Please refer to the attached Application Guideline no. 3.

Patron: The Honourable Donald Tsang Yam-Kuen, Chief Executive, Hong Kong Special Administrative Region
A Member of The International Union of Architects (UIA), Commonwealth Association of Architects (CAA) and Architects Regional Council Asia (ARCASIA)

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19th Floor, One Hysan Avenue, Causeway Bay, Hong Kong
P.O. Box 20334 Hennessy Road Post Office
T: 2511 6323 F: 2519 6011, 2519 3364
W: <http://www.hkia.net> E: hkiasec@hkia.org.hk

北京海澱區三里河路13號中國建築文化中心北翼9001室
Room 9001, North Wing, China Architectural Cultural Centre,
13 Sanlihe Road, Haidian District, Beijing
T/F: (86-10) 8808-2219 E: hkiabjo-sec@hkia.net

Telephone No. _____ Fax No. _____

E-mail _____

Website _____

Total Number of All Staff	
Total Number of HKIA Member(s)	
Total Number of Hong Kong Registered Architect(s)	
Total Number of Authorized Person(s)	

Contact Person for HKIA Matters _____

Direct Telephone No. _____ Mobile Telephone No. _____

E-mail _____

B PARTICULARS OF DIRECTOR (MUST BE A DIRECTOR REGISTERED IN THE HONG KONG COMPANIES REGISTRY AND AN HKIA MEMBER / FELLOW)*

Name in Full _____ Name in Chinese (if applicable) _____

(Mr / Mrs / Miss)**

Passport/H.K. Identity Card No. _____

HKIA Membership No. _____ Capacity in Company _____
(Full time / Part time)**

Date of Appointment as Director of Your Company _____

Telephone No. _____ Fax No. _____

Mobile Telephone No. _____ E-mail _____

* Please refer to the attached Application Guideline no. 4.

** Please delete as appropriate

C PARTICULARS OF APPOINTED OBSERVER IN ANNUAL GENERAL MEETING, QUARTERLY GENERAL MEETING, AND SPECIAL GENERAL MEETING (if different from the Director provided in Section B; ignore this section if the person appointed is same as Section B)

Name in Full

Name in Chinese (if applicable)

(Mr / Mrs / Miss)*

Passport/H.K. Identity Card No. _____

HKIA Membership No. (if any) _____ Capacity in Company _____

Telephone No. _____ Fax No. _____

Mobile Telephone No. _____ E-mail _____

* Please delete as appropriate

D DECLARATION

I, _____ (name in full)
*being a DIRECTOR of the Architectural Practice Company
_____ (name in full)

for admission as Corporate Member of the HONG KONG INSTITUTE OF ARCHITECTS do hereby DECLARE that the above is a true statement of my particulars and that of my company, that I have read and understood the RULES and the CODE OF PROFESSIONAL CONDUCT OF the said INSTITUTE and although I do firmly believe that my company is qualified and eligible for membership I do hereby accept the final decision of the COUNCIL of the said INSTITUTE from whom there need be no explanation to account for their decision.

I also do hereby authorize the HONG KONG INSTITUTE OF ARCHITECTS to make any reasonable enquiries into the above given information.

I also do hereby declare that I am a full time Director of my company and I will notify HKIA upon ceasing to be the Director of my company.

I also do hereby declare that in the event of my company's election to membership of the HONG KONG INSTITUTE OF ARCHITECTS, my company shall be bound by the said RULES, CODE OF PROFESSIONAL CONDUCT and all regulations and by-laws and any amendments thereto of the said INSTITUTE and shall promote the object of the INSTITUTE as far as may be in my company's power.

Company Chop

Signature of Director*
(MUST BE an HKIA Member / Fellow)

Date

* To be completed and signed by the Director provided in Section B; must be an HKIA Member or Fellow.

E FOR OFFICIAL USE ONLY (To be completed by the Registrar)

Event	By	Signature (by Registrar)	Date
Application Received	Registrar		
Membership Subscription Received Cheque No. _____	Registrar		
Director's HKIA Membership status checked	Registrar		
Recommended for Election	Membership Committee		
Recommendation Endorsed	Board of Practices		
Elected for Membership	Council		
Company Notified	Registrar		

F All registration processes have been completed and Membership Certificate issued on

Registrar's signature and date

12/2011

Corporate Membership Application Guidelines

Applicants are required to pay attention to the following points in submitting their membership application to the HKIA:

1. Fill in Application Form where appropriate.
2. It is essential to provide an accurate and true statement of personal and company particulars.
3. A certified true copy of the Certificate of Incorporation and a certified true copy of the Business Registration Certificate shall be attached.
4. A certified true copy of selected pages of the Annual Return, proving that the HKIA Member or Fellow provided in Section B is a Director of the applicant company, shall be attached to the application. The selected pages include:
 - i) The first page of AR1, bearing the name of the applicant company and the receipt of the Company Registry.
 - ii) Section 12 of AR1, bearing the name of the HKIA Member or Fellow provided in Section B of the Corporate Membership application form.
 - iii) Section 15 of AR1, bearing the signature of the Director of the company.
5. The copies of documents attached for application can be certified and duly signed by the Director provided in Section B with full name and HKIA Membership No. printed.
6. The applicant company is required to notify HKIA in writing within 14 calendar days should there be any change of Director provided in Section B. The Corporate Membership of the applicant company would be suspended immediately if there were no more HKIA Member / Fellow acting as Director of the applicant company.
7. All Corporate Membership applications will have to be vetted by the Membership Committee and endorsed by the Board of Practices. Final approval of membership application rests with HKIA Council.
8. Annual subscription shall be paid in advance by Corporate Members and shall be due on the first day of January of each year. New Corporate Members' subscriptions might be charged on a quarterly basis depending on the date of Election. The subscription fees are as follows:

Membership Category	Annual Subscription	Entrance Fee
Corporate Member (with 1-9 HKIA Members)	\$3,300	\$3,300
Corporate Member (with 10-19 HKIA Members)	\$4,400	\$4,400
Corporate Member (with 20-29 HKIA Members)	\$6,600	\$6,600
Corporate Member (with 30-39 HKIA Members)	\$8,800	\$8,800
Corporate Member (with 40 or above HKIA Members)	\$11,000	\$11,000

9. The fees payable shall be subject to annual review. Cheques should be made payable to 'The Hong Kong Institute of Architects' and payment is to be made at the time of submitting the application.
10. In order to facilitate the processing of your application and to avoid unnecessary delay, all sections of the application form should be properly filled in.
11. Names and qualifications of Elected Corporate Members may be published in HKIA publications.

Personal Data (Privacy) Ordinance

Notes to applicants for membership of
The Hong Kong Institute of Architects (HKIA)

1. Applicants are required to submit the personal data stipulated in the application form for membership.
2. The data will be initially used for the purposes of the application.
3. If an application is successful the personal data will be retained and used by HKIA for the purposes of HKIA as set out in the Hong Kong Institute of Architects Incorporation Ordinance, Chapter 1147 of the Laws of Hong Kong.
4. Members are requested to notify HKIA of any changes in their personal data.
5. Corporate Members are requested to notify HKIA of any changes in their data, including any change of Directorship.
6. Under the terms of the Ordinance an applicant or a member has the right to request access to and correction of any personal data relating to that applicant or member, but a fee as permitted by the Ordinance may be charged by HKIA for dealing with any such request.
7. Any request for access or correction of personal data should be addressed to the HKIA Secretariat, 19th Floor, One Hysan Avenue, Causeway Bay, Hong Kong.