



## APPLICATION FOR MEMBERSHIP – CORPORATE MEMBER

- Please read the attached guidelines before completing this form

A ARCHITECTURAL PRACTICE COMPANY INFORMATION			
Full Company Name (in English)			
Full Company Name (in Chinese)			
Place of Registration		Year of Establishment	
Office Address (in English)			
Office Address (in Chinese)			
Telephone No.		Fax No.	
Email			
Website			
Total No. of Staff			
Total No. of HKIA Member(s) / Fellow (s)			
Total No. of HK Registered Architect(s)			
Total No. of Authorized Person(s) (List of Architects)			
Total No. of Director(s) Registered in HK Company Registry			
Total No. of Director(s) who is (are) HKIA Member(s) / Fellow(s)			
More than 30% of voting rights of the corporation held by HKIA Member(s) / Fellow(s)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

<b>B PARTICULARS OF AUTHORIZED COMPANY REPRESENTATIVE</b>			
<b>B1 Director</b> (must be a director registered in the Hong Kong Company Registry and a HKIA Member / Fellow)			
Full Name (in English)	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss		
Full Name (in Chinese)		HKIA Membership No.	
ID Card/ Passport* No.		Issuing Place/Country	
Capacity in Company		Date of Appointment	
Office Telephone No.		Mobile No.	
Email			
<b>B2 Alternative Contact Person</b> (optional)			
Full Name (in English)	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss		
Full Name (in Chinese)			
Office Telephone No.		Mobile No.	
Email			
<b>B3 Appointed Observer in Annual General Meeting, Quarterly General Meeting, and Special General Meeting</b> (ignore this section if the person appointed is the same as section B1)			
Full Name (in English)	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss		
Full Name (in Chinese)		HKIA Membership No.	
ID Card/ Passport* No.		Issuing Place/Country	
Capacity in Company		Date of Appointment	
Office Telephone No.		Mobile No.	
Email			

\* Please delete where appropriate

**C DECLARATION** (to be completed and signed by the director provided in Section B1)

- I, \_\_\_\_\_ (full name in English) being a DIRECTOR of the architectural practice company \_\_\_\_\_ (full name in English) 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 I have not been convicted in Hong Kong or elsewhere of any criminal offence and sentenced to imprisonment, whether suspended or not and I have not committed misconduct or neglect in a professional respect.
- I am currently not the subject of an inquiry committee or a disciplinary order under the Rules of the Institute.
- I also do hereby declare that my company has not been removed from any Government approved list due to misconduct or negligence. Should my company have ever been removed from any Government approved list, details of the incident shall be provided.
- 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.

\_\_\_\_\_  
Signature of Authorized Director

\_\_\_\_\_  
Company Chop

\_\_\_\_\_  
Date

<b>D FOR OFFICIAL USE ONLY (to be completed by the Chief Executive Officer)</b>			
<b>Event</b>	<b>By</b>	<b>Signature (by Registrar)</b>	<b>Date</b>
Application Received	Chief Executive Officer		
Application Documents Checked <input type="checkbox"/> Certified true copy of the Certificate of Incorporation <input type="checkbox"/> Certified true copy of the Business Registration Certificate <input type="checkbox"/> Certified true copy of the Annual Return <input type="checkbox"/> Declaration of the allocation of voting rights of the corporation	Chief Executive Officer		
Director's HKIA Membership Status Checked	Chief Executive Officer		
Recommendation for Endorsement <input type="checkbox"/> Accepted <input type="checkbox"/> Rejected	Board of Practices		
Election for Membership	Council		
Membership no. _____	Chief Executive Officer		
Company Notified	Chief Executive Officer		
Membership Subscription Received Cheque No. _____	Chief Executive Officer		
Membership Certificate Issued	Chief Executive Officer		

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## HKIA Corporate Membership Application Guidelines

### A. Eligibility for Corporate Members

Corporate Members shall be corporations carrying on an architectural practice in HK that has:

- At least one of the directors of the corporation being a Foundation Member, a Member, or a Fellow of the Institute; *and*
- At least 30% of the directors of the corporation being Foundation Members, Members, and/or Fellows of the Institute; *or*
- At least 30% of the voting rights of the corporation being held by Foundation Members, Members, and/or Fellows of the Institute

### B. Points to note in submitting membership application to the HKIA:

1. Fill in all sections of the Application Form where appropriate and to provide an accurate and true statement of corporation and personal particulars.
2. A certified true copy of the Certificate of Incorporation, a certified true copy of the Business Registration Certificate and a certified true copy of the Annual Return, showing that the HKIA Member or Fellow provided in Section B1 is one of the Director of the applicant company, shall be attached with the application.
3. Should the applicant company fulfill the admission criterion of having more than or equal to 30% of the voting rights of the corporation being held by HKIA Members and/or Fellows, a declaration in writing of the allocation of voting rights of the corporation shall be attached with the application.
4. The copies of documents attached for application can be certified and duly signed by the Director provided in Section B1 with full name and HKIA Membership No. printed.
5. The applicant company is required to notify HKIA in writing within 14 calendar days should there be any change of Director provided in Section B1. 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.
6. 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 the HKIA Council.

### C. Membership Fee

1. Membership subscriptions will be charged on a quarterly basis depending on the date of election as Corporate Member by the HKIA council.
2. The subscription fees (starting from 1<sup>st</sup> January 2014) are as follows:

<b>Membership Category</b>	<b>Entrance Fee</b>	<b>Annual Subscription</b>
Corporate Member (with 1-9 HKIA members)	\$3,600	\$3,600
Corporate Member (with 10-19 HKIA members)	\$4,800	\$4,800
Corporate Member (with 20-29 HKIA members)	\$7,200	\$7,200
Corporate Member (with 30-39 HKIA members)	\$9,600	\$9,600
Corporate Member (with 40 or more HKIA members)	\$12,000	\$12,000

3. The fees payable shall be subject to annual review.
4. Successful applicant company will be notified on the detailed payment methods after the election.

### D. Personal Data

1. The data provided in for application will be initially used for the purposes of the application only.
2. If an application is successful, the corporation and 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.
3. Names and qualifications of elected Corporate Members may be published in HKIA publications.
4. Corporate Members are requested to notify HKIA of any changes in their data, including any change of Directorship.
5. Under the terms of the Ordinance, an applicant or a member has the right to request access to and correction of any 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.

### E. Question on membership application

For any query regarding the membership application, please call the HKIA Secretariat at 2511 6323 or address to the HKIA Secretariat, 19<sup>th</sup> Floor, One Hysan Avenue, Causeway Bay, Hong Kong.