



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



建築師註冊管理局  
Architects Registration Board

**HKIA/ARB PROFESSIONAL ASSESSMENT APPLICATION FORM**

Year of attempt: **2010**

**1. Personal Particulars**

Name: (English) \_\_\_\_\_  
Surname other names

(Chinese) (if any) \_\_\_\_\_

Date of Birth: \_\_\_\_\_

HKID/Passport No.: \_\_\_\_\_ Gender: \_\_\_\_\_

Name of Office: \_\_\_\_\_

Office Address: \_\_\_\_\_

Office Tel. : \_\_\_\_\_ Office Fax : \_\_\_\_\_

Email Address: \_\_\_\_\_ (please quote frequently-used account)

Home Address: \_\_\_\_\_

Correspondence to be sent to (please tick appropriate box): Office Address  Home Address

Home Tel. & Fax: \_\_\_\_\_ Mobile / Pager: \_\_\_\_\_

HKIA Graduate/Associate Member\* Yes  GM/AM No.: \_\_\_\_\_ No

\* Please complete and submit the CPD Declaration Form 2009 if you have not already done so.

**I am submitting my application under the following category (Please tick one box):**

- A: Graduate of Accredited or Recognised Schools  D. Resitting Candidate   
 B: Graduate from Other Schools  Candidate No. in 2009: \_\_\_\_\_  
 C: Non-local Professional in Architecture

**2. Current Adviser**

Name: \_\_\_\_\_

HKIA Membership No.: \_\_\_\_\_

**3. \*\*Current Office Supervisor**

Name: \_\_\_\_\_

HKIA Membership No.: \_\_\_\_\_

\*\* If you are currently between jobs, please name your last Office Supervisor and state the date up to which you work under his/her supervision.

**4. Working Experience:**

(in chronological order starting from the latest attainment)

If there is insufficient space, please give details on a separate sheet to be attached to the application form.

1.	Employer: (Name of Firm)	Category of Exp. <b>A / B / C</b>
	<hr/>	
	Post Title:	<hr/>
	Duration:	dd mm yy <b>to</b> dd mm yy ( months)
	Direct Office Supervisor:	HKIA Membership No.:
	Adviser:	HKIA Membership No.:
	<hr/>	
2.	Employer: (Name of Firm)	Category of Exp. <b>A / B / C</b>
	<hr/>	
	Post Title:	<hr/>
	Duration:	dd mm yy <b>to</b> dd mm yy ( months)
	Direct Office Supervisor:	HKIA Membership No.:
	Adviser:	HKIA Membership No.:
	<hr/>	
3.	Employer: (Name of Firm)	Category of Exp. <b>A / B / C</b>
	<hr/>	
	Post Title:	<hr/>
	Duration:	dd mm yy <b>to</b> dd mm yy ( months)
	Direct Office Supervisor:	HKIA Membership No.:
	Adviser:	HKIA Membership No.:
	<hr/>	
4.	Employer: (Name of Firm)	Category of Exp. <b>A / B / C</b>
	<hr/>	
	Post Title:	<hr/>
	Duration:	dd mm yy <b>to</b> dd mm yy ( months)
	Direct Office Supervisor:	HKIA Membership No.:
	Adviser:	HKIA Membership No.:
	<hr/>	

**5. Academic / Professional Qualifications:**  
(in chronological order starting from the latest attainment)

	Academic / Professional Qualification	Year Attained	Conferred by University / Professional Body / Registration Body
1.			
2.			
3.			
4.			
5.			
6.			

**6. Declaration by Candidate**

- i. I (name in full) \_\_\_\_\_ being an applicant for admission to be a candidate for the Professional Assessment held by The Hong Kong Institute of Architects in 2010 do hereby DECLARE that the above is a TRUE STATEMENT OF ALL MY PARTICULARS. I also hereby authorize The Hong Kong Institute of Architects to make any reasonable enquiries into the information given above.
- ii. Personal Data (Privacy) Ordinance:  
My personal particulars can be released to third parties for confirmation of my qualification and experience.  
Yes  No  (Please tick as appropriate)
- iii. I am aware that I shall be subject to penalty as deemed appropriate by the Institute should I submit information fraudulently or dishonestly. I am also aware that fraud and forgery of documents constitute criminal offence under Hong Kong laws.
- iv. I have read the registration requirements, procedures & deadlines as well as the Professional Assessment rules detailed in the Professional Assessment Handbook and relevant circulars. I shall abide by the rules therein.

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 Signature of Candidate

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 Date

Note: Acceptance of the Application Form at the HKIA does not automatically allow you to sit the Professional Assessment. The information submitted in this Form shall be subject to verification. An Admission Form will be issued to you when your eligibility is confirmed.

**CHECKLIST**

You should try to complete this form fully and enclose all the required documents together with the required fees and photo, otherwise your application will have to be returned to you for amendment. Please apply make early registration before the deadline.

- One copy of your Identity Card or relevant pages of your Passport
- Any declaration or relevant document of proof should your name differs from that stated on your Identity Card or Passport
- One set of copies and the originals of the educational and professional certificates in support of your application will be returned to you immediately after checking
- Official translations for any documents not in English or Chinese
- Two passport sized photographs with your name clearly printed on the reverse (These are in addition to the photograph adhered onto the box for photo on Page 1 of this form)
- Mailing Labels
- Professional Assessment fees
- Application form for payment by instalment (only applicable to the candidates taking all the written papers in one sitting.)
- Log Book
- Adviser Consultation Form  
(Candidates are advised to meet their Adviser regularly at least 4 times a year.)

**The HKIA/ARB Professional Assessment include the following papers:**

- Paper 1 Statutory Controls in Building Works
- Paper 2 Building Contracts, Professional Practice, Professional Conduct, Conditions of Agreement & Scale of Charges
- Paper 3 Building Structures
- Paper 4 Building Services & Environmental Controls
- Paper 5 Building Materials & Technology
- Paper 6 Site Design
- Paper 7 Building Design, Construction Details & Documentation
- Paper 8 Case Study
- Paper 9 Professional Interview

**Mailing Labels**

(Candidates are requested to **submit self-adhesive labels** with their application form.)

Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
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Name \_\_\_\_\_  
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**HKIA/ARB PROFESSIONAL ASSESSEMENT 2010  
ACKNOWLEDGEMENT OF APPLICATION**

**Name of Candidate :**

Thank you for your application to sit the Professional Assessment.

Substantiating documents & items complete. We shall contact you should further supporting documents be required for assessment of your eligibility.

Outstanding substantiating documents and items:

- ◇ Log Book
- ◇ Logsheet(s) \_\_\_\_\_
- ◇ Nomination of Adviser & Office Supervisor
- ◇ Identification document & copy
- ◇ Professional Assessment fee
- ◇ Photo(s) \_\_\_\_\_
- ◇ Address labels \_\_\_\_\_
- ◇ Original certificate(s) (for checking only)
- ◇ Adviser Consultation Form(s) \_\_\_\_\_
- ◇ Confirmation of Academic Qualification
- ◇ Confirmation of Professional Qualification
- ◇ Confirmation of Practical Experience
- ◇ Others:

**Date Received:**

**Candidate Number:**

The items on the left pertaining to your application for professional assessment is/are outstanding. Please submit them to the Institute **before 30 August 2010**. According to Chapter 5 of the HKIA/ARB Professional Assessment Handbook, **your application will be rejected if they were not submitted on or before the said date**. Thank you.

<b>HKIA/ARB Professional Assessment 2010 – Registration &amp; Papers Fee</b>		
Name:	Date:	Candidate No.:
<i>I am sitting for the following papers (please tick as appropriate):</i>		
<b>Papers</b>	<b>Fees</b>	
Paper 1	Statutory Controls in Building Works	<input type="checkbox"/> \$800
Paper 2	Building Contracts, Professional Practice, Professional Conduct, Conditions of Agreement & Scale of Charges	<input type="checkbox"/> \$800
Paper 3	Building Structures	<input type="checkbox"/> \$800
Paper 4	Building Services & Environmental Controls	<input type="checkbox"/> \$800
Paper 5	Building Materials & Technology	<input type="checkbox"/> \$800
Paper 6	Site Design	<input type="checkbox"/> \$1200
Paper 7	Building Design, Construction Details & Documentation	<input type="checkbox"/> \$1200
Paper 8	Case Study	<input type="checkbox"/> \$800
<b>Registration Fee</b>		
Graduate / Associate Members (please quote membership no.)		Membership No.: <input type="checkbox"/> \$500 _____
Non-Members		<input type="checkbox"/> \$1500
<i>Total Amount:</i>		\$ _____

<b>PAYMENT</b>		
<input type="checkbox"/> By Cheque	I enclose a cheque payable to "The Hong Kong Institute of Architects" Cheque No.: _____ Bank: _____	
<input type="checkbox"/> By Credit Card	<input type="radio"/> Visa <input type="radio"/> Master Card No.: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Expiry Date: _____ Cardholder's Name: _____ Amount: HK\$ _____ Date: _____  Cardholder's signature: _____	
	For office use only:	Authorization Code: _____ Date: _____



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## Instruction to Applicants on using the Standard Confirmation Letters

1. Confirmation of Academic Qualification
  - 1.1 Required for all Candidates **except**
    - .1 HKIA Graduate Members who hold a professional degree in architecture (e.g. MArch or DipArch or BArch) at the time of application for graduate membership
    - .2 HKU & CUHK graduates
  - 1.2 Re-sitting Candidates  
Not required
2. Confirmation of Professional Qualification  
Required only if you are taking the Professional Assessment as a Non-local Professional (Section 4 of Professional Assessment Handbook refers.)
3. Confirmation of Practical Experience
  - 3.1 Candidates taking the Professional Assessment for the first time  
Please seek confirmation on present & past periods of employment to demonstrate you have satisfied the minimum experience requirement
  - 3.2 Re-sitting Candidates  
Not required

Applicants should fill in relevant information on the confirmation letters and send them out as soon as possible. Confirmation letters should reach the HKIA before **30 August 2010**.

If you would need to accumulate practical experience up to 30 November 2010 to have the minimum required experience, your Confirmation of Practical Experience should be submitted to the HKIA in person no later than 5:00 pm on **Wednesday, 1 December 2010**, for collection of your Admission Form.

Should there be delays, your eligibility may not be confirmed in time for you to sit for the Professional Assessment this year.

Candidate No. \_\_\_\_\_



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



建築師註冊管理局  
Architects Registration Board

Dear Sir

**Confirmation of Academic Qualification**

The following graduate of your University is applying to sit for the HKIA/ARB Professional Assessment in the year 2010:

Name:

Student number:

Qualification attained:

Date of attainment/graduation:

We shall be grateful if you will kindly confirm the above information by completing and returning the enclosed "Reply Slip" to us before 30 August 2010 to facilitate the above candidate's application for sitting the professional assessment.

Thank you.

Yours sincerely



Rita Cheung (Mrs.)  
Registrar

Candidate No. \_\_\_\_\_

**REPLY SLIP**

To : Mrs Rita Cheung  
Registrar  
The Hong Kong Institute of Architects  
19/F One Hysan Avenue  
Causeway Bay, Hong Kong  
(Fax: (852) 2519 6011 or 2519 3364).

**Confirmation of Academic Qualification**

We hereby confirm the following information of the following graduate of this University:

Name:

Student number:

Qualification attained:

Date of attainment:

The above degree is accredited / recognized by: (Please  as appropriate)

- Commonwealth Association of Architects (CAA)
- National Architectural Accrediting Board, Inc (NAAB)
- National Board of Architectural Accreditation (NBAA)

Remarks (if any):

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of University

\_\_\_\_\_  
Name and Title of Signatory

\_\_\_\_\_  
Please affix official chop

Candidate No. \_\_\_\_\_



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



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Architects Registration Board

Dear Sir

**Confirmation of Professional Qualification**

The following member of your Institute/Board is applying to sit for the HKIA/ARB Professional Assessment in the year 2010:

Name:

Class of Membership:

Member Since:

Membership Number:

We shall be grateful if you will kindly confirm the above information by completing and returning the enclosed “Reply Slip” to us before 30 August 2010 to facilitate the above candidate’s application for sitting the professional assessment.

Thank you.

Yours sincerely

Rita Cheung (Mrs.)  
Registrar

Candidate No. \_\_\_\_\_

**REPLY SLIP**

To : Mrs Rita Cheung  
Registrar  
The Hong Kong Institute of Architects  
19/F One Hysan Avenue  
Causeway Bay, Hong Kong  
(Fax: (852) 2519 6011 or 2519 3364).

**Confirmation of Professional Qualification**

We hereby confirm the following information of the following member of our Institute/Board:

Name:

Class of membership:

Member since:

Membership number:

Remarks (if any):

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of Institute/Board

\_\_\_\_\_  
Name and Title of Signatory

\_\_\_\_\_  
Please affix official chop

Candidate No. \_\_\_\_\_



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



建築師註冊管理局  
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Dear Sir

**Confirmation of Practical Experience**

Mr. /Ms \_\_\_\_\_,  
is applying to sit for the HKIA/ARB Professional Assessment in the year 2010.

I wish to seek your kind confirmation of the employment record of this candidate. The employment details provided by the candidate are attached. Grateful if you would confirm the authenticity of the contents by signing and affixing your company chop on the attached sheet, and **returned the original to the HKIA before 30 August 2010** to facilitate the above candidate's application for sitting the professional assessment.

Thank you.

Yours sincerely

Rita Cheung (Mrs.)  
Registrar

Candidate No. \_\_\_\_\_

**REPLY SLIP**

To : Mrs Rita Cheung  
 Registrar  
 The Hong Kong Institute of Architects  
 19/F One Hysan Avenue  
 Causeway Bay, Hong Kong  
 (Fax: (852) 2519 6011 or 2519 3364).

**Confirmation of Practical Experience of \_\_\_\_\_**

Points to note for the candidate:

Note A Please fill in your experience in chronological order, starting with latest experience, and include all duration of experience up to 30 November 2010.

Note B If your direct Office Supervisor is not an HKIA Member, please give particulars.

Note C Please refer to paragraphs 2.3.2, 2.3.3 & 2.3.4 of HKIA/ARB Professional Assessment Handbook on Category A / B / C experience.

	Employer (Name of Firm)	Post Title	Direct Office Supervisor (HKIA Member)	Adviser	Experience on local projects [Please state YES / NO]	Duration (total no. of months)	Category of Experience A / B / C
						dd.mm.yy - dd.mm.yy	
1.						(months)	
						. . . - . . .	
2.						(months)	
						. . . - . . .	

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Name and Title of Signatory

\_\_\_\_\_  
 Please affix official chop



## CONTINUING PROFESSIONAL DEVELOPMENT DECLARATION FORM for YEAR: 2009 (From 1<sup>st</sup> January 2009 to 31<sup>st</sup> December 2009)

I hereby declare that I have

- satisfied** the minimum CPD requirement for the year 2009 as indicated in the brief summary below:  
 **NOT satisfied** the minimum CPD requirement for the year 2009, and am willing to make up outstanding hours in 2010, meanwhile I am submitting this Form to HKIA for records.

Activities	Hours
<b>A. CPD Activities</b>	
<input type="checkbox"/> <b>A1</b> Attending courses, seminars, conferences and workshops etc organized by <b>HKIA, other tertiary institutes or professional institutes.</b>	
<input type="checkbox"/> <b>A2</b> Study tours or visits to buildings, construction sites or related exhibitions	
<b>B. Professional Activities / Contributions</b>	
<input type="checkbox"/> <b>B1</b> Research and writing articles for publication	
<input type="checkbox"/> <b>B2</b> Giving presentations, speeches and seminars	
<input type="checkbox"/> <b>B3</b> Voluntary works for HKIA or community	
<input type="checkbox"/> <b>B4</b> Participation in HKIA official Council/ Board/ Committee Activities	
<b>C. On-the-job Development</b>	
<input type="checkbox"/> <b>C1</b> Conducting or attending in-house seminars, review meeting and workshops	
<input type="checkbox"/> <b>C2</b> Job related specialized study or research	
<input type="checkbox"/> <b>C3</b> Staff training or supervise candidates for HKIA/ARB professional assessment	
<b>D. Personal Enhancement and Others</b>	
<input type="checkbox"/> <b>D1</b> Self-guided study or research through structured reading, use of audio, video or internet resources	
<input type="checkbox"/> <b>D2</b> Construction Industry Safety Training	
<input type="checkbox"/> <b>D3</b> Postgraduate diploma / degree course	
<input type="checkbox"/> <b>D4</b> e-learning package	
<input type="checkbox"/> <b>D5</b> Any relevant activities contributing to personal skills or professional development	
<b>E. Other CPD Activities (Please specify) / Further details of above activities taken* (For information collection purpose only)</b>	
<small>* Optional Field</small>	
<b>Total</b>	
<p><b>All Full Members, Fellow Members, Graduate Members and Non-Resident Members are required to undertake minimum 25 hours of CPD activities in one year. You are always encouraged to exceed the minimum 25 CPD hours.</b></p> <p style="text-align: center;"><i>Please turn over for the Guidance Notes</i></p>	

- I wish to receive a hard copy CPD Certificate 2009.

I shall be happy to provide further details to the CPD Checking Panel should I be selected for random checking this year.

- Fellow  
 Member  
 Non-resident Member  
 Graduate Member  
 Affiliate

Signature

Membership Number

Name of Member

Date

## Guidance Notes:

1. The Institute appreciates and acknowledges Members' constant efforts in upgrading themselves for professional development and excellence. The pursuit and record of CPD activity in a systematic format will not only reflect one's individual achievement, but will also demonstrate the progressive advancement of the architectural profession and HKIA Members as a whole.
2. There are many ways of undertaking CPD programme. Your choice will reflect your own particular needs. The Institute encourages more active learning methods such as participating, presenting, contributing, writing and studying instead of passive learning such as attending seminars and reading.
3. Members are free to choose the method which best suit their own personal arrangement and career priorities.
4. Credit hours accumulated in a given year is only valid for that particular year and the following year. Members whose CPD pursuits exceed the annual minimum CPD requirement of 25 credit hours in a given year may **credit** up to 10 credit hours into the following year with supporting document. Members whose credit hours fall short of the minimum CPD requirement of 25 credit hours in a given year shall make up those outstanding hours in the following year.
5. Members who have gained the PRC Class 1 Registered Architect Qualification are encouraged to fulfill 80 hours of CPD programme within 2 years.
6. Should Members have any queries or suggestions on the CPD policy and activities, please contact CPD Committee through email [hkiasec@hkia.org.hk](mailto:hkiasec@hkia.org.hk) or telephone at 2511 6323.