

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

19th Floor, One Hysan Avenue
Causeway Bay, Hong Kong
P.O. Box 20334 Hennessy Road Post Office
Tel : 2511 6323 Fax : 2519 6011, 2519 3364
香港銅鑼灣希慎道 1 號 19 樓



APPLICATION FOR MEMBERSHIP

**PLEASE READ THE ATTACHED GUIDELINES
BEFORE COMPLETING THIS FORM.**

Class of Membership*

Associate
Member

Photograph

A PERSONAL PARTICULARS

Elected Members' name, qualification & photo may
be published in HKIA publications.

Name in Full

Name in Chinese (if applicable)

(Mr/Mrs/Miss)

*Passport/H.K. Identity Card No. _____

Date of Birth _____

Place of Birth _____ Nationality _____

Office Name and Address _____

Telephone No. _____ Fax No. _____

Home Address _____

E-mail _____ Telephone No. _____

*Please delete as appropriate

Form No.MEM1

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)

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

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B ACADEMIC QUALIFICATIONS

List degrees/diplomas awarded

Degree/ Diploma	School/ University	Student Number	Full Address	Date

C PROFESSIONAL QUALIFICATIONS AND PARTICULARS

C1 List Professional Practice Examinations passed

Examination	Institute/ Authority	Full Address	Date

C2 List current membership of professional bodies (in full description)

Professional Body	Membership Number	Full Address	Date of Admission

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D OTHER PARTICULARS

D1 List service with Hong Kong Institute of Architects (if any) and dates

Service	Date

D2 List period of continuous residency in Hong Kong (if applicable)

From Date/Month/Year	To Date/Month/Year	Full Address

D3 If you have been subject to suspension or expulsion by any professional or registration body or convicted of any offence of a criminal nature, please give details below and dates.

E DECLARATION

I, _____ (name in full)
being a CANDIDATE for admission as Associate Member/Member* of the HONG KONG INSTITUTE OF ARCHITECTS do hereby DECLARE that the above is a true statement of my particulars, 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 I am 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 in the event of my election to membership of the HONG KONG INSTITUTE OF ARCHITECTS, I 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 power.

As witness my hand this _____ day of _____
_____ 200 ____

Name of Witness

Signed

Signature of Witness

* Please delete as appropriate

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F NOMINATION (To be completed by three HKIA Members)

Being MEMBERS in good standing of the HONG KONG INSTITUTE OF ARCHITECTS, WE, the UNDERSIGNED, recommend from personal knowledge that the CANDIDATE

(name in full)

is in possession of the necessary academic qualifications as given in the application form and practical experience and is in every respect worthy of being considered for admission as a ASSOCIATE MEMBER / MEMBER* of the HONG KONG INSTITUTE OF ARCHITECTS.

Full Name of Proposer	Signature	Date
1		
2		
3		

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

G1 List all original copies of Documents examined by the Registrar in respect of this Application (photocopies attached).

Original Document Examined	Signature	Dated

G2 List all verification letters received from Schools/Universities/Professional Institutions/Registration Bodies by the Registrar in respect of this Application (photocopies attached).

Verification Letter received from	Signature	Dated

* Please delete as appropriate

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

Event	By	Signature (by Registrar)	Date
Application Received	Registrar		
Original Documents Examined	Registrar		
Candidate Interviewed	Membership Admission Committee		
Recommended for Election	Membership Admission Committee		
Recommendation Endorsed	Board of Educational Affairs		
Elected for Membership	Council		
Candidate Notified	Registrar		
Membership Subscription Received Cheque No. _____	Registrar		

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

Registrar's signature and date

6/2001

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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 and Project Description Sheet where appropriate.
2. It is essential to provide a true and accurate statement of personal particulars.
3. Copies of certificate(s) or diploma(s) must be attached to the application form. Applicant is required to bring the original documents and present his/her ID Card/Passport to the Institute for verification upon submission of application. Official translations for any documents not in English or Chinese are required.
4. Confirmation on application's academic and professional qualification will be secured from issuing authority. Please provide detailed addresses of academic and professional institutions.
5. Following the enactment of the Personal Data (Privacy) Ordinance, it is the policy of the University of Hong Kong and the Chinese University of Hong Kong that personal information concerning a student or former student will be released to a third party only with the written authorization of the person (student or former student) concerned.

May we request graduates of local universities applying for membership to submit an authorization letter together with your Membership Application Form in order that information on your academic qualification will be released to the institute. A sample authorization letter is shown below.

Non-local Graduates or Professionals applying for Membership should also submit an authorization letter together with your Membership Application Form in case written authorization is required by your universities and professional bodies for release of personal information.

6. All membership applications will have to be vetted by the Membership Admission Committee and endorsed by the Board of Educational Affairs. Final approval of membership application rests with HKIA Council.

A total of 4 months or more may be required for the processing of each membership application.

7. Membership subscriptions will be charged on a quarterly basis depending on the date of Election. The subscription fees are as follow:

<u>Membership Category</u>	<u>Entrance Fee</u>	<u>Annual Subscription</u>
Student Member	\$100	\$100
Graduate Member	\$500	\$500
Associate	\$2,000	\$2,000
Full Member	\$2,000	\$2,000

8. The fee payable shall be subject to annual review. Cheques should be made payable to 'The Hong Kong Institute of Architects' and payment are to be made after Membership Election.
9. 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.

Updated on 29 November 2007

Revised on 24 September 2009

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Sample Authorisation Letter

Date

To whom it may concern

I hereby authorise the Hong Kong Institute of Architects to obtain personal information regarding my academic or professional qualification in connection with my application for HKIA Associate.

Candidate Full Name & Signature

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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. 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.
6. 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.

Updated on 2 May 2007

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