

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

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APPLICATION FOR MEMBERSHIP – CORPORATE MEMBER

Please read the attached guidelines before completing this form.

A ARCHITECTURAL PRACTICE COMPANY INFORMATION			
Full Company Name (English)			
Full Company Name (Chinese)			
Place of Registration		Year of Establishment	
Nature of Business <small>(Note 1)</small>			
Company Address (English)			
Company Address (Chinese)			
Telephone No.		Fax No.	
Email			
Company 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	
More than 30% of shares of the corporation held by HKIA Member(s) / Fellow(s)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

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

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

D FOR OFFICIAL USE ONLY (To be completed by the Chief Operating Officer)			
Items	By	Signature (by Registrar)	Date
Application Received	Chief Operating 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 Operating Officer		
Director's HKIA Membership Status Checked	Chief Operating Officer		
Recommendation for Endorsement <input type="checkbox"/> Accepted <input type="checkbox"/> Rejected	Board of Practices		
Election for Membership	Council		
Membership no. _____	Chief Operating Officer		
Company Notified	Chief Operating Officer		
Membership Subscription Received Cheque No. _____	Chief Operating Officer		
Membership Certificate Issued	Chief Operating Officer		

HKIA Corporate Membership Application Guidelines

A. Eligibility for Corporate Members

Corporate Members shall be corporations carrying on an architectural practice in Hong Kong 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 this Membership Application to HKIA :

1. Fill in all sections of the Application Form where appropriate and to provide an accurate and true statement of the corporation and personal particulars.
2. Certified True Copies of the following documents 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 :
 - Certificate of Incorporation,
 - Business Registration Certificate and
 - Annual Return.
3. The Applicant shall prove that the Nature of Business of the corporation is major in providing architectural consultancy services. Applicant may be required to submit a Declaration in Writing to prove the above. HKIA reserves the right to review from time to time the business nature of the corporation and may request further document for justification.
4. 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.
5. All Directors forming the 30% voting rights of the corporation, as the case may be, shall submit separate Declaration Form in Section C and shall be attached with the application.
6. The copies of documents attached for application can be certified and duly signed by the Director provided in Section B1 with full name and the HKIA Membership No. printed.
7. The applicant company is required to notify HKIA in writing within 14 calendar days in any of the following circumstance :
 - The change of Director provided in Section B1;
 - The change of Voting rights of the corporation being held by HKIA Members and / or Fellows of less than 30%.

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 or the membership approval conditions cannot be complied with.

8. All Corporate Membership applications will have to be vetted by the Board of Practices. Final approval of membership application rests with the HKIA Council.
9. HKIA reserves the right to review the admission rules without prior notice to the applicant.

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 1st January 2014) are as follows:

Membership Category	Entrance Fee	Annual Subscription
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 but not limited to any change of Directorship.
5. Under the terms of the Personal data (Privacy) 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, 19th Floor, One Hysan Avenue, Causeway Bay, Hong Kong.