

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

19th Floor, One Hysan Avenue  
Causeway Bay, Hong Kong

Tel : 2511 6323 Fax : 2519 6011, 2519 3364  
香港銅鑼灣希慎道 1 號 19 樓



## APPLICATION FOR MEMBERSHIP – MEMBER/ASSOCIATE\*

- Please read the attached guidelines before completing this form

A PERSONAL PARTICULARS			
Full Name (in English)	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss		Passport Photograph With 300 dpi  (For photo requirements, please refer to Point C on Page 7)
	_____	_____	
Full Name (in Chinese)	(Given Name) (Surname)		
Date of Birth (DD/MM/YYYY)			
Nationality			
ID Card/ Passport* No.		Issuing Place/Country	
Email			
<i>Residential Information</i>			
Address			
Telephone No.		Mobile No.	
<i>Office Information</i>			
Company Name			
Address			
Telephone No.		Fax No.	
Mailing Address	<input type="checkbox"/> Residential Address		<input type="checkbox"/> Office Address

\* Please delete where appropriate

<b>B ACADEMIC QUALIFICATIONS</b> (in chronological order starting from the latest academic qualification)				
Degree/ Diploma	School/ University	Student Number	Full Address	Date of Attainment

<b>C PROFESSIONAL QUALIFICATIONS AND PARTICULARS</b> (in chronological order starting from the latest professional qualification)			
<b>C1 Professional Practice Examinations Passed</b>			
Examination	Institute/Authority	Full Address	Date of Attainment
<b>C2 Current Membership of Professional Bodies</b>			
Membership Number	Professional Body	Full Address	Date of Admission

<b>D WORKING EXPERIENCE</b> (in chronological order starting from the latest working experience)			
Duration	Company Name	Location	Capacity

<b>E CERTIFICATION FROM SCHOOL / DEPARTMENT</b> (for Associate application if applicable)		
<p>This is to certify the CANDIDATE _____ (full name in English)  is a full-time teaching staff of our _____  (Name of School / Department) of _____  (Name of the University / Institution)</p>		
Name of Head of School/Department	Signature	Date

<b>F OTHER PARTICULARS</b>		
<b>F1 Period of Continuous Residency in Hong Kong</b>		
From DD/MM/YYYY	To DD/MM/YYYY	Full Address
<b>F2 If you have been subject to suspension or expulsion by any professional or registration body or convicted of any offense of a criminal nature, please give details below and dates.</b>		
<b>F3 Service with Hong Kong Institute of Architects</b>		
Service		Date

## G DECLARATION

- I, \_\_\_\_\_ (full name in English) being a CANDIDATE for admission as Member/Associate\* 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 declare that I have relevant local practical experience for a period of time.
- 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.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Witness

## H NOMINATION (to be completed by three HKIA Members/Fellows)

Being MEMBERS/FELLOWS in good standing of the HONG KONG INSTITUTE OF ARCHITECTS, WE, the UNDERSIGNED, recommend from personal knowledge that the CANDIDATE \_\_\_\_\_ (full name in English) 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 Member/Associate\* of the HONG KONG INSTITUTE OF ARCHITECTS.

Full Name of Proposer	HKIA Membership No.	Signature	Date

\* Please delete where appropriate

<b>I FOR OFFICIAL USE ONLY (to be completed by the Registrar)</b>			
<b>I1 All original copies of documents examined by the Registrar in respect of this application (photocopies attached)</b>			
Original Document Examined	Checked by	Counter-checked by	Dated
<b>I2 All verification letters received from schools/universities/professional institutions/registration bodies by the Registrar in respect of this application (photocopies attached)</b>			
Verification Letter Received From	Checked by	Counter-checked by	Dated
<b>I3 Application Process Check</b>			
<b>Event</b>	<b>By</b>	<b>Signature (by Registrar)</b>	<b>Date</b>
Application Received	Registrar		
Application Documents Checked	Registrar		
Recommendation for Endorsement <input type="checkbox"/> Accepted <input type="checkbox"/> Rejected	Board of Educational Affairs		
Election for Membership	Council		
Membership no. _____	Registrar		
Candidate Notified	Registrar		
Membership Subscription Received	Registrar		
Membership Certificate Issued	Registrar		

## HKIA Member/Associate Membership Application Guidelines

### A. Eligibility for Members

Members shall be qualified architects, duly nominated and elected by the Council of the Institute, who:

- a. are members of any other architects' association, institution or register recognized by the Council for the purpose of admission, *OR*
- b. hold a degree or a diploma in architecture recognized by the Council, have two years post-graduate architectural experience or its equivalent as defined by the Council from time to time and who have passed the HKIA / ARB Professional Assessment or its approved equivalent.

### B. Eligibility for Associates

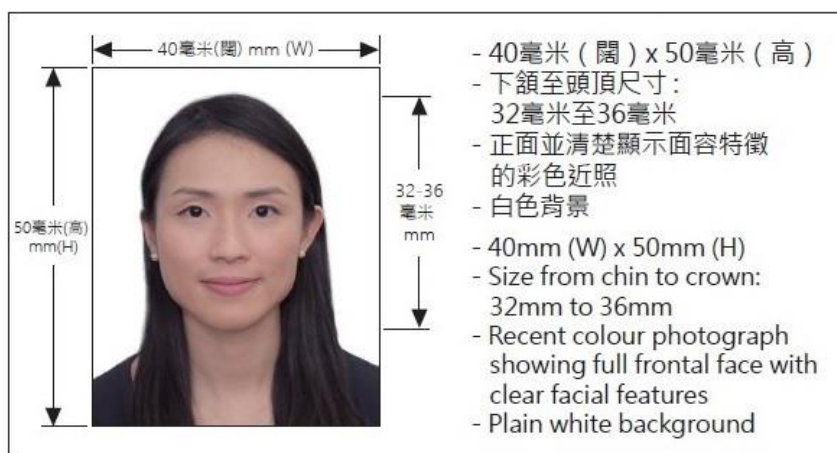
Associates shall be persons who have:

- a. a professional diploma / degree in Architecture obtained on completion of a five-year or equivalent, full-time course of study, which is recognized by a national accrediting body in the country in which the degree is conferred *AND*
  - bi. being a current full member of an established architectural institution which has a status equivalent to that of HKIA in its country of origin at the time of application  
*OR*
  - bii. possessing professional experience in architecture or in a related field for a minimum of 5 years full time obtained after the acquisition of a professional diploma / degree in Architecture as required in (a) above  
*OR*
  - biii. are working as a full-time teaching staff of the course(s) of study in architecture in a University or School recognized by the Council with certification of the Head of the Department at the time of application.

### C. 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 personal particulars.
2. The application should be accompanied by the following materials:
  - A recent photograph of the applicant
  - A copy of the applicant's HKID Card / Passport
  - Copies of the applicant's certificate(s) or diploma(s)
  - Official translations for any documents not in English or Chinese
  - Letter confirming validity of the academic / professional qualification, issued by the school/ university / professional body for non-local graduates and professionals (sample in **Annex**)

3. Photo requirements as follows:



- |  |                                    |
|--|------------------------------------|
| 圖像類別   | : JPEG                             |
| 檔案大小   | : 5MB或以下                           |
| 合適尺寸 :   |                                    |
| - 由掃描器 ( 600dpi ) 擷取 - 相片大小                      | : 40 毫米 ( 闊 ) x 50 毫米 ( 高 )        |
| - 由數碼相機擷取 - 圖像大小                                 | : 最少1200 像素 ( 闊 ) x 1600 像素 ( 高 )  |
| Image type                                       | : JPEG                             |
| File size  | : 5MB or below                     |
| Acceptable dimension:                            |                                    |
| - Captured by scanner (600dpi) - Photograph size | : 40 mm(W) x 50 mm(H)              |
| - Captured by digital camera - Image size        | : at least 1200 px(W) x 1600 px(H) |

4. Final approval of membership application rests with the HKIA Council.
5. A total of 4 months or more may be required for the processing of each membership application.

#### D. Membership Fee

1. Membership subscriptions will be charged on a quarterly basis depending on the date of election as member by the HKIA council.
2. The membership fees (starting from 2014) are as follow:

Membership Category	Entrance Fee	Annual Subscription
Student Member	\$100	\$100
Graduate Member	\$600	\$600
Associate	\$2,400	\$2,400
Member	\$2,400	\$2,400

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

**E. Personal Data**

1. The personal data provided for application will be initially used for the purpose of the application only.
2. If an application is successful, the personal data of the applicant as provided in the application form 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 ('The Ordinance').
3. Elected members' name, qualifications and photo may be published in HKIA publications.
4. Members are requested to notify HKIA of any subsequent 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.

**F. Question on membership application**

For any query regarding the membership application, please call the HKIA Secretariat at 25116323 or address to the HKIA Secretariat, 19<sup>th</sup> Floor, One Hysan Avenue, Causeway Bay, Hong Kong.





ANNEX

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

Dear Sir/ Madam,

**Confirmation of Academic Qualification for HKIA Associate Membership**

The following graduate of your University/ School/ College is applying for the *HKIA Associate Membership*:

Name:	_____	
Date of Birth:	_____	
Student Number:	_____	
Programme Title:	_____	
Mode of Study:	Full time / Part time	
Programme Start Date:	_____ (dd/mm/yyyy)	
Programme Completion Date:	_____ (dd/mm/yyyy)	
Date of Conferral of Degree/ Diploma:	_____ (dd/mm/yyyy)	
Total Study Period:	_____ Years	_____ Months

We should be grateful if you would kindly confirm the above information by completing and **returning the enclosed "Reply Slip" (ORIGINAL) to the HKIA within 2 weeks from the date of this letter,** in order to facilitate the above applicant's application.

Thank you,

Your sincerely

Queenie Wong  
Registrar

## REPLY SLIP

To: Ms. Queenie Wong, Registrar  
The Hong Kong Institute of Architects  
19/F One Hysan Avenue  
Causeway Bay, Hong Kong  
(Fax no. for enquiries: (852) 2519 6011 or 2519 3364)

### Confirmation of Academic Qualification for HKIA Associate Membership

We hereby confirm the following information:

Name of Graduate:

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Date of Birth:

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Student Number:

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Programme Title (in full):

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Mode of Study:

Full time / Part time

(Please delete as appropriate)

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Programme Start Date:

(dd/mm/yyyy)

---

Programme Completion Date:

(dd/mm/yyyy)

---

Date of Conferral of Degree/  
Diploma:

(dd/mm/yyyy)

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Total Study Period:

Years

Months

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

- Architects Accreditation Council of Australia (AACAA)
- Commonwealth Association of Architects (CAA)
- National Architectural Accrediting Board (NAAB)
- National Board of Architectural Accreditation (NBAA)
- New Zealand Registered Architects Board (NZRAB)

Remarks (if any):

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Signature

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Name of University/ School/ College

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Name and title of signatory

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Please affix official stamp



ANNEX

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

Dear Sir/ Madam,

**Confirmation of Professional Qualification for HKIA Associate Membership**

The following member of your Institute/ Board is applying for the *HKIA Associate Membership*:

Name:

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Class of Membership:

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Member Since:

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Membership Number:

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We should be grateful if you will kindly confirm the above information by completing and **returning the enclosed “Reply Slip” (ORIGINAL) to the HKIA within 2 weeks from the date of this letter,** in order to facilitate the above applicant’s application.

Thank you,

Your sincerely

Queenie Wong  
Registrar

**REPLY SLIP**

To: Ms. Queenie Wong, Registrar  
The Hong Kong Institute of Architects  
19/F One Hysan Avenue  
Causeway Bay, Hong Kong  
(Fax no. for enquiries: (852) 2519 6011 or 2519 3364)

**Confirmation of Professional Qualification for HKIA Associate Membership**

We hereby confirm the following information of the 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 stamp