



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

Circular 43/2019

9 August 2019
By Mail

Dear Members,

Renewal of HKIA Membership 2020

We are pleased to enclose the CPD Declaration Form 2019, application form for HKIA Membership Card 2020, debit note and personal particulars updating form for your renewal of HKIA membership 2020.

Below are the instructions of membership renewal for your information.

A. CPD Declaration (Applicable to Fellow, Member, Non-Resident Member, Affiliate and Graduate Member)

The fulfillment of minimum CPD requirement is a prerequisite for renewal of HKIA membership. Please note that the renewal of HKIA membership 2020 will only be processed after the successful completion and return of the CPD Declaration Form 2019. Non-compliance of minimum CPD requirement may in turn affect the registration as registered architect and authorized person accordingly.

Fellow, Member, Non-Resident Member, Affiliate and Graduate Member who have been elected before 1 October 2018 are required to undertake a minimum of 25 CPD hours in order to renew the membership for 2020. Council may consider terminating the membership of those who neither make up for the 2018 outstanding CPD hours nor fulfill the 2019 CPD requirement.

As for new members admitted in the middle of the year, a minimum number of hours proportionate to the period of membership from your membership election date to the submission deadline of CPD Declaration Form (i.e. 30 September 2019) is required. To ensure timely renewal of your membership, you are strongly advised to submit your CPD Declaration Form 2019 the soonest to avoid last minute return. For those members who submit the Declaration Form on or before 30 September 2019, each member will be awarded with 3 CPD e-coupons while each Graduate Member will be awarded with 15 CPD e-coupons in the next calendar year.

B. For those who would like to apply for HKIA Membership Card 2020 only

1. Complete the application form for HKIA Membership Card 2020
2. Complete the CPD Declaration Form (Applicable to types of member mentioned in Part A and Associate inclusive)
3. Pay the HKIA membership subscription fee as detailed in the debit note (***for timely issuance of membership card, please settle the subscription fee before 30 November 2019.***)

C. For those who would like to apply for HKIA Membership Card cum Green Card 2020

This membership card would carry a statement at the back that the Member satisfies the safety training under section 6BA(4) of the Factories and Industrial Undertakings Ordinance.

1. Complete the HKIA self-study Construction Industry Safety Training (CIST) course "Enhanced Green Card Safety Training for Architectural Professional" (Please refer to next page for details)
2. Undertake relevant training/ courses to update your knowledge as to occupational safety and health
3. Declare completion of the CIST course in the CPD Declaration Form (item F1)
4. Complete the application form for HKIA Membership Card cum Green Card 2020
5. Pay the HKIA membership subscription fee as detailed in the debit note (***for timely issuance of membership card, please settle the subscription fee before 30 November 2019.***)



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How to complete the HKIA CIST Course?

The HKIA self-study CIST Course is downloadable from www.hkia.net (go to section “Education/CPD > About CPD” subsection “Enhanced Green Card Safety Training”). Members should also keep abreast with latest information by visiting the useful websites listed in the online course material. Completion of the CIST course shall equate to 1 hour of HKIA CPD pursuits.

Members who wish to apply for a separate “Green Card” not via the Institute may visit the Construction Industry Council’s website for details at <http://www.hkcic.org/>

In case of any loss/ damage of either kind of afore-mentioned HKIA membership card or separate request of Green card/ replacement card after the first issuance, a fee of HK\$50 would be charged.

D. Update of personal particulars

Should you wish to have your personal particulars updated, please fill in the enclosed *Personal Particulars Updating Form* in which your agreement on personal data protection is sought.

Please return the CPD Declaration Form, application form for HKIA Membership Card, cheque/ payment advice (if any) and Personal Particulars Updating Form to the Secretariat via one of the following means:

- By post using the envelope provided
- By fax at 2519 6011
- By email to cpd@hkia.net

You may also choose to login your personal online account at HKIA website www.hkia.net under “Members Area” to complete the e-CPD Declaration Form and update your personal particulars. To settle the payment by online credit card, please visit HKIA website at <https://www.hkia.net/en/member-area/subscription.html>

Submission of the membership renewal documents or debited amount for your membership subscription fee does not imply successful renewal of the HKIA membership, which is subject to the fulfillment of the CPD requirement. If you were found not fulfill the CPD requirement for renewal of your membership after the annual checking of CPD Declaration Form, the membership subscription fee would be refunded to you.

If you have any queries, please contact the Secretariat at 2511 6323.

Yours sincerely,

Queenie Wong
Chief Operating Officer

- Encl. 1) CPD Declaration Form 2019
 2) Application form for HKIA Membership Card 2020
 3) Debit Note
 4) Personal Particulars Updating Form



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Application for HKIA Membership Card 2020

- ()* I wish to be issued with a **Membership Card** only
- ()* I wish to be issued with a **Membership Card cum Green Card. (Applicable to fellow / member / associate / graduate member ONLY)**

I, _____(name in full), Hong Kong Identity Card No.# _____() being a fellow / member / associate / graduate member of Hong Kong Institute of Architects (HKIA) _____(HKIA membership no.) hereby declare that I have completed and seen the HKIA's self-study Construction Industry Safety Training (CIST) course, Enhanced Green Card Safety Training for Architectural Professional [Section 6BA(4) of the Factories and Industrial Undertakings Ordinance refers]. I am aware to undertake relevant training / courses to update my knowledge as to occupational safety and health.

Signature

Date

Name in BLOCK Letter

* Please tick where appropriate

Your Hong Kong identity card no. is required by the Labour Department for record. The information collected will be used by the Institute only for the purpose of processing your application for the HKIA Membership Card cum Green Card.

持續專業進修 2019 年度申報表
(由 2018 年 10 月 1 日至 2019 年 9 月 30 日)

活動		持續專業 進修學時
上年申報後可順延的累積持續專業進修學時		
甲. 持續專業進修活動		
<input type="checkbox"/>	甲一 參與由學會、高等院校或其它專業機構舉辦的課程、講座、會議及工作坊。	
<input type="checkbox"/>	甲二 學術活動交流團、參觀建築工地或相關展覽。	
乙. 專業活動/貢獻		
<input type="checkbox"/>	乙一 研究或撰稿出版。	
<input type="checkbox"/>	乙二 主持講座或擔任講者。	
<input type="checkbox"/>	乙三 參與學會或社會服務等義務工作。	
<input type="checkbox"/>	乙四 參與香港建築師學會理事會/事務部/委員會的活動。	
丙. 在職發展		
<input type="checkbox"/>	丙一 參與和工作相關的專題學習或研究工作。	
<input type="checkbox"/>	丙二 職員培訓或指導參與香港建築師學會/建築師註冊管理局專業測評的考生。	
丁. 自我提升及其它		
<input type="checkbox"/>	丁一 透過系統性的閱讀、使用視聽或互聯網的資源進行自學研習。	
<input type="checkbox"/>	丁二 深造文憑或學位課程。	
<input type="checkbox"/>	丁三 網上學習系列。	
戊. 其它持續專業進修活動 (例如在職機構之內部講座及考察團) (請闡述)		
己. 申請 2020 年度會員證及綠卡所須之職業安全與健康訓練課程要求		
強制性要求	<input type="checkbox"/> 己一 本人謹此申報本人已完成香港建築師學會工業安全訓練之網上自學課程“Enhanced Green Card Safety Training for Architectural Professional” [勞工法例工廠及工業經營條例第 59 章第 6BA(4) 條]。本人亦已閱讀學會網站上有關職業安全與健康之最新資訊 (http://hkia.net/uploads/en/page/green_card.pdf)。	1
其他課程 (如有)	<input type="checkbox"/> 己二 其他有關職業安全與健康之課程 課程名稱: _____ 日期: _____	
合共	所有會員、資深會員、畢業生會員、非居港會員及聯屬會員須於本年度(1/10/2018-30/9/2019)參與不少於 25 持續專業進修學時之持續專業進修活動。	
<i>請參閱背頁之指引</i>		

本人謹此申報：

- 我已符合 2019 年度持續專業進修的最低時數要求，簡要如上。
- 我未能符合 2019 年度持續專業進修的最低時數要求，申報如上。我願意於 2020 年度補回缺少的時數。同時提交此表格供學會作記錄之用。
- 我希望獲得學會 2019 年度持續專業進修證書的印刷版。

倘若閣下被抽中隨機審核，閣下將需要填寫「持續專業進修紀錄表」以提供更詳盡的資料。

該表格可於 old.hkia.net/en/Events/CPD_Record_Form_2019.pdf 下載。

- 資深會員 畢業生會員
 會員 聯屬會員
 非居港會員

會員簽署 _____

會員號碼 _____

會員姓名 _____

日期 _____

指引：

1. 會員可按照個人情況及事業上的需要自由選擇最適合自己的學習方式。會員必需完成最少 **25 持續專業進修學時**的持續進修活動，以符合每年持續專業進修的基本學時要求。學時可以是申報表所列的任何一項，或多項。會員可以登入學會網頁 (www.hkia.net) 上的〈會員專區〉搜尋於 2019 年已參加學會舉辦的持續進修活動出席記錄及 2019 年度會員電子申報表。
2. 如會員于去年累積的學時超過學會的最低要求（25 學時），可以把最多 10 學時順延到本年度；如本年度累積少於 25 學時，必須在下一年之內補足。本年累積的學時及於下一年補足的學時有效期為一年。
3. 由 2011 年起(即遞交持續專業進修 2010 年度申報表)，資深會員，正式會員，聯屬會員，非居港會員及畢業生會員需符合強制性持續專業進修要求才可更新會籍。根據學會守則 23B，若會員未能補足 2018 年之持續專業進修要求及符合 2019 年持續專業進修要求，理事會將考慮終止該會員之會籍。
4. 即使會員未能完成 2019 所需之持續進修學時的最低要求，會員亦須填妥並寄回申報表以作記錄。2019 年尚未完成的學時，必須在 2020 年補足。
5. 如會員在 2019 年 9 月 30 日前寄回申報表，學會將送贈「2020 年網上持續進修活動贈卷」三張。畢業生會員則有「2020 年網上持續進修活動贈卷」十五張。為推廣環保意識，贈卷將以電子形式發送。
6. 如會員已完成延續內地一級註冊建築師資格所需的持續專業進修，請把所取得的持續進修學時（包括在內地取得的時數）填在此申報表遞交致學會秘書處，如有有效的證明為佐證，請一併遞交。
7. 如會員有任何問題或意見，歡迎電郵至 cpd@hkia.net 「持續專業進修委員會 (CPD Committee)」收，或致電 852-2511 6323 學會秘書處查詢。