



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](http://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](mailto:cpd@hkia.net)

You may also choose to login your personal online account at HKIA website [www.hkia.net](http://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)**

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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.



**CONTINUING PROFESSIONAL DEVELOPMENT  
DECLARATION FORM for YEAR: 2019  
(From 1<sup>st</sup> October 2018 to 30<sup>th</sup> September 2019)**

Activities (Please turn over for the Guidance Notes)		Credit Hours
<i>Excess hours that can be carried from last year.</i>		
<b>A. Seminars and Study Tours</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>	Researching for 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 the community	
<input type="checkbox"/> <b>B4</b>	Participating in HKIA official activities of Council, Boards or Committees of HKIA	
<b>C. On-the-Job Development</b>		
<input type="checkbox"/> <b>C1</b>	Job-related specialized studies or researches	
<input type="checkbox"/> <b>C2</b>	Staff training or supervision of candidates for HKIA/ARB Professional Assessment	
<b>D. Personal Enhancement</b>		
<input type="checkbox"/> <b>D1</b>	Self-guided study or researches through structured reading, use of audio, video or internet resources	
<input type="checkbox"/> <b>D2</b>	Postgraduate diploma or degree courses	
<input type="checkbox"/> <b>D3</b>	E-learning packages	
<b>E. Other CPD activities such as in-house seminars, workshops or study tours (Please specify)</b>		
<b>F. Requirements for CIST Course for Application for HKIA Membership Card 2020 cum Green Card</b>		
Mandatory Requirement	<input type="checkbox"/> <b>F1</b> I hereby declare that I completed the HKIA 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]. And I had undertaken relevant training / course / updates at HKIA's website ( <a href="http://hkia.net/uploads/en/page/green_card.pdf">http://hkia.net/uploads/en/page/green_card.pdf</a> ) to update my knowledge as to occupational safety and health.	1
Other programmes (if any)	<input type="checkbox"/> <b>F2</b> Other relevant programme regarding updates on occupational safety and health Name of the Programme : _____ Date of Attendance : _____	
<b>Total</b>	<b>All Members, Fellows, Graduate Members, Non-Resident Members and Affiliates are required to undertake minimum 25 credit hours of CPD activities.</b>	

I hereby declare that I have

- satisfied** the minimum CPD requirement for the year 2019 as indicated in the brief summary above.
- NOT satisfied** the minimum CPD requirement for the year 2019, and am willing to make up for the deficiency in 2020. Meanwhile I am submitting this Form to HKIA for record.
- I wish to receive a hard copy CPD Certificate 2019.

If you are selected for random check, you will be required to submit a CPD Record Form which can be downloaded at: [old.hkia.net/en/Events/CPD\\_Record\\_Form\\_2019.pdf](http://old.hkia.net/en/Events/CPD_Record_Form_2019.pdf)

- Fellow  
 Member  
 Non-resident Member
- Affiliate  
 Graduate Member

Signature \_\_\_\_\_

Membership Number

Name of Member \_\_\_\_\_

Date \_\_\_\_\_

## Guidance Notes:

1. Members are free to choose the method which best suit their own personal arrangement and career priorities. To fulfill the minimum CPD requirement, simply achieve a total of minimum 25 CREDIT HOURS participation (per year) in any category of CPD activities as shown in the Declaration Form. You may login your personal online account at HKIA website at [www.hkia.net](http://www.hkia.net) under "Members Area" to access to E-CPD Declaration Form and your participation record of HKIA CPD Events in this year.
2. 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. Members whose credit hours fall short of the minimum CPD requirement of 25 credit hours in a given year shall make up for those outstanding hours in the following year. Credit hours to be carried to or made up in the following year shall be valid for 1 year only.
3. **Starting from 2011 (i.e. with the submission of CPD Declaration Form 2010), fulfillment of mandatory CPD requirement is a prerequisite for the renewal of HKIA membership for Fellows, Members, Affiliates, Non-Resident Members and Graduate Members. By Rule 23B, the Council may terminate the membership if the member cannot make up for the outstanding hours of 2018 and fulfill the annual CPD requirement of 2019.**
4. Even if you have yet to satisfy the minimum CPD requirement for this year by the deadline, you are still required to return your Declaration Form for HKIA's record. However, it is essential that you will make up for the outstanding hours in the following year.
5. If you return your Declaration Form 2019 by 30 September 2019, you would receive 3 CPD e-learning coupons 2020 as a token of appreciation. Graduate members will receive 15 CPD e-learning coupons 2020. The e-learning coupons would be used for viewing HKIA online CPD videos.
6. If you have already fulfilled CPD requirement for renewal of PRC Class I Registered Architect Qualification, you may simply fill in the total number of CPD credit hours (including those in PRC) you have obtained in this form and submit it together with your valid substantiating document to HKIA Secretariat.
7. Should Members have any queries or suggestions on the CPD policy and activities, please contact CPD Committee through email [cpd@hkia.net](mailto:cpd@hkia.net) or telephone at 2511 6323.