

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 REINSTATEMENT OF MEMBERSHIP

A. Personal particulars

Name in Full

Name in Chinese (if applicable)

\_\_\_\_\_

Passport/HK Identity Card No. \_\_\_\_\_

Titles and Decorations Prof. / Dr. / Mr. / Ms./ \_\_\_\_\_

Date and Place of Birth \_\_\_\_\_

Nationality \_\_\_\_\_

Office Name & Address \_\_\_\_\_

\_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Email Address \_\_\_\_\_

Home Address \_\_\_\_\_

Telephone No. \_\_\_\_\_ Mobile No. \_\_\_\_\_

B. Particulars of former HKIA membership

Former HKIA membership number \_\_\_\_\_

HKIA membership expired since \_\_\_\_\_ (month/year)

Reason(s) for cessation of HKIA membership

\_\_\_\_\_

\_\_\_\_\_

C. Please state reason(s) for reinstatement of HKIA membership

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D. Please state period of continuous residence in Hong Kong

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E. 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. Use extra sheets if necessary

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F. Reference  
Name one referee who is currently a HKIA member

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G. *If you are applying for membership reinstatement to Fellow / Member / Graduate Member / Affiliate / Non-Resident Member, please complete the Continuing Professional Development (CPD) Declaration Form attached in Appendix A and CPD Record Form in Appendix B and submit together with your application for membership reinstatement.*

H. Declaration

I \_\_\_\_\_ (name in full) hereby declare that the above is a true statement of my particulars.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICIAL USE ONLY**

1. Application received on \_\_\_\_\_  
 CPD Declaration Form  
 CPD Record Form  
 Minimum 25 hours of CPD activities in the 12 months preceding application
2. Fee received (Bank \_\_\_\_\_ Cheque No. \_\_\_\_\_)  
 Reinstatement fee (HK\$ \_\_\_\_\_)  
 Outstanding membership fee from \_\_\_\_\_ to \_\_\_\_\_ (HK\$ \_\_\_\_\_)

## 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, CPD Declaration Form and CPD Record Form where appropriate.
2. It is essential to provide an accurate and true statement of personal particulars.
3. According to Rule 23A, the Council shall have power to reinstate any person in his former position as a Member, Corporate Member, Associate, Affiliate, Graduate Member, Student Member, Retired or Non-Resident Member; and in such case to require the payment of all subscriptions which would be due had he continued to be a Member, Associate, Affiliate, Graduate Member, Student Member, Retired or Non-Resident Member up to the date of such reinstatement and a reinstatement fee equal to that of the applicable current membership entrance fee.
4. Upon receipt of all the required documents and your subscription fee, your application will be submitted to the Council for approval.
5. Membership subscriptions will be charged on a quarterly basis depending on the date of Election. The subscription fees (starting from 2014) are as follow:

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

6. The fee payable shall be subject to annual review.
7. 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 27 July 2013

## Personal Data (Privacy) Ordinance

### Notes to applicants for membership of The Hong Kong Institute of Architects (HKIA)

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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, 19<sup>th</sup> Floor, One Hysan Avenue, Causeway Bay, Hong Kong.

Updated on 2 May 2007

Received on \_\_\_\_\_ (For official use only)

**CONTINUING PROFESSIONAL DEVELOPMENT DECLARATION FORM  
FOR MEMBERSHIP REINSTATEMENT**

Summary of CPD activities undertaken from \_\_\_\_\_ to \_\_\_\_\_ in the 12 months preceding the membership reinstatement application.

Activities (Please turn over for the Guidance Notes)		Hours
<b>A. Seminars and Study Tours</b>		
<input type="checkbox"/> A1	Attending courses, seminars, conferences and workshops etc. organized by <b>HKIA, other tertiary institutes or professional institutes.</b>	
<input type="checkbox"/> A2	Study tours or visits to buildings, construction sites or related exhibitions	
<b>B. Professional Activities / Contributions</b>		
<input type="checkbox"/> B1	Researching for and writing articles for publication	
<input type="checkbox"/> B2	Giving presentations, speeches and seminars	
<input type="checkbox"/> B3	Voluntary works for HKIA or the community	
<input type="checkbox"/> B4	Participating in HKIA official activities of Council, Boards or Committees of HKIA	
<b>C. On-the-Job Development</b>		
<input type="checkbox"/> C1	Job-related specialized studies or researches	
<input type="checkbox"/> C2	Staff training or supervision of candidates for HKIA/ARB Professional Assessment	
<b>D. Personal Enhancement</b>		
<input type="checkbox"/> D1	Self-guided study or researches through structured reading, use of audio, video or internet resources	
<input type="checkbox"/> D2	Postgraduate diploma or degree courses	
<input type="checkbox"/> D3	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 cum Green Card</b>		
Mandatory Requirement	<input type="checkbox"/> F1 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://www.hkia.net/en/Resources/Resources_04.htm">http://www.hkia.net/en/Resources/Resources_04.htm</a> ) to update my knowledge as to occupational safety and health.	1
Other programmes (if any)	<input type="checkbox"/> F2 Other relevant programme regarding updates on occupational safety and health Name of the Programme : _____ Date of Attendance : _____	
<b>Total</b>	<b>(Minimum 25 hours in the 12 months preceding membership reinstatement application)</b>	

I hereby declare that I have **satisfied** the minimum CPD requirements for the 12 months preceding the membership reinstatement application as indicated in the brief summary above.

I shall be happy to provide further details to the Council to facilitate the processing of my application for membership reinstatement.

Former Membership Type :

- Fellow  Affiliate  
 Member  Graduate Member  
 Non-resident Member

Signature \_\_\_\_\_

Former Membership Number

Name \_\_\_\_\_

Date \_\_\_\_\_

**Guidance Notes:**

1. **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. The Council of HKIA shall have power to reinstate any person in his former position as a Fellow, Member, Non-Resident Member, Affiliate or Graduate Member, and in such case to require the fulfillment of the requirements for Continuing Professional Development in the 12 months preceding his membership reinstatement application.**
2. Members are free to choose the method which best suit their own personal arrangement and career priorities.
3. Should Members have any queries or suggestions on the CPD policy and activities, please contact CPD Committee through email [cpd@hkia.org.hk](mailto:cpd@hkia.org.hk) or telephone at 2511 6323.



Received on \_\_\_\_\_ (For official use only)

**CONTINUING PROFESSIONAL DEVELOPMENT RECORD FORM  
FOR MEMBERSHIP REINSTATEMENT**

Name:		Former Membership No.:	
<b>A) Record of Seminars and Study Tours :</b>			
A1 Attending courses, seminars, conferences and workshops etc. organized by HKIA, other tertiary institutes or professional institutes.			
Date	Topic	Organizer	Hours
<b>A2 Study tours or visits to buildings, construction sites or related exhibitions</b>			
Date	Name of study tours	Organizer	Hours
Date	Name of buildings, construction sites or related exhibitions visited		Hours
<b>B) Record of Professional Activities/ Contributions :</b>			
<b>B1 Research for and writing articles for publication</b>			
Date	Research or article topic		Hours
<b>B2 Giving presentations, speeches and seminars</b>			
Date	Presentation, speech and seminar topic	Organizer	Hours
<b>B3 Voluntary works for HKIA or the community</b>			
Date	Name of voluntary activities	Organization	Hours
<b>B4 Participating in HKIA official activities of Council, Boards or Committees of HKIA</b>			
Date	Council/ names of Boards or Committees	Position	Hours
<b>C) On-the-job Development :</b>			
<b>C1 Job-related specialized studies or researches</b>			
Date	Specialized study or research topic		Hours
<b>C2 Staff training or supervision of candidates for HKIA/ ARB Professional Assessment</b>			
Date	Name of staff or candidates for HKIA/ ARB Professional Assessment		Hours

APPENDIX B

<b>D) Record of Personal Enhancement :</b>			
<b>D1</b>	<b>Self-guided study or researches through structured reading, use of audio, video or internet resources</b>		
<b>Date</b>	<b>Study or research topic</b>		<b>Hours</b>
<b>D2</b>	<b>Postgraduate diploma or degree courses</b>		
<b>Date</b>	<b>Name of Postgraduate diploma or degree</b>	<b>Course provider</b>	<b>Hours</b>
<b>D3</b>	<b>E-learning packages</b>		
<b>Date</b>	<b>Name of E-learning package</b>	<b>Package provider</b>	<b>Hours</b>
<b>E) Other CPD Activities such as in-house seminars, workshops or study tours (Please specify) :</b>			
<b>Date</b>	<b>Topic of in-house seminars, workshops or study tours</b>	<b>Organizer</b>	<b>Hours</b>
<b>Date</b>	<b>Details of other CPD activities</b>	<b>Organizer</b>	<b>Hours</b>
<b>F) Record of CIST Course for Application for HKIA Membership Card cum Green Card</b>			
<b>Date</b>	<b>Name of course or programme regarding updates on occupational safety and health</b>		<b>Hours</b>
<b>Total Hours:</b> <i>(minimum 25 hours in the 12 months preceding membership reinstatement application)</i>			
<b>Signature:</b>		<b>Date:</b>	