



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

Circular 19/2018

2 July 2018
By Mail

Dear Members,

Renewal of HKIA Membership 2019

We are pleased to enclose the CPD Declaration Form 2018, application form for HKIA Membership Card 2019, debit note and personal particulars updating form for your renewal of HKIA membership 2019.

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 2019 will only be processed after the successful completion and return of the CPD Declaration Form 2018. 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 2017 are required to undertake a minimum of 25 CPD hours in order to renew the membership for 2019. Council may consider terminating the membership of those who neither make up for the 2017 outstanding CPD hours nor fulfill the 2018 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 2018) is required. To ensure timely renewal of your membership, you are strongly advised to submit your CPD Declaration Form 2018 the soonest to avoid last minute return. For those members who submit the Declaration Form on or before 30 September 2018, 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 2019 only

1. Complete the application form for HKIA Membership Card 2019
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 2018.***)

C. For those who would like to apply for HKIA Membership Card cum Green Card 2019

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 2019



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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 2018.*)

How to complete the HKIA CIST Course?

The HKIA self-study CIST Course is downloadable from www.hkia.net (go to section “Resource Centre” 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, update your personal particulars and settle the payment.

Cheque or debited amount on credit card form would only be deposited or submitted to the bank when you fulfill the CPD requirement of that year after the checking of CPD Declaration Form. Submission of the membership renewal documents does not imply any successful renewal of the HKIA membership, which is subject to the fulfillment of the CPD requirement.

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

Yours sincerely,

Steve Chan
Chief Operating Officer

- Encl. 1) CPD Declaration Form 2018
 2) Application form for HKIA Membership Card 2019
 3) Debit Note
 4) Personal Particulars Updating Form



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Application for HKIA Membership Card 2019

- ()* 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.