



HKIA INDUSTRY PARTNERSHIP SCHEME – APPLICATION FORM

Please read the attached guidelines before completing this form.

Upon completion, please send the form to council@hkia.org.hk.

A COMPANY INFORMATION			
Full Company Name (English)			
Full Company Name (Chinese)			
Place of Company Registration		Year of Establishment	
Nature of Company	Parent Company [Yes / No]		Subsidiary Company [Yes / No]
Name of Parent Company (If applicable)			
Nature of Business	Supplier / Contractor / Others: (_____)		
Company Address in HK (English)			
Company Address in HK (Chinese)			
Telephone No.		Fax No.	
Email Address			
Company Website (If applicable)			



B PARTICULARS OF THE COMPANY

B1 Representative Director

Full Name (English)	☐ Dr. ☐ Mr. ☐ Mrs. ☐ Miss ☐ Others
Full Name (Chinese)	
Capacity in Company	
Office Telephone No.	
Email Address	

B2 Contact Person

Full Name (English)	☐ Dr. ☐ Mr. ☐ Mrs. ☐ Miss ☐ Others
Full Name (Chinese)	
Capacity in Company	
Office Direct Line	
Email Address	



B3 Business Specialization

Please describe your area of Business Specialization: (not more than 300 words)

C SUBSCRIPTION

Subscription
Period

☐ 1 year (\$15,000) ☐ 3 years (\$42,000)



D DECLARATION (To be completed and signed by the Director provided in Section B1)

- I, _____ (full name in English) being a DIRECTOR of the company (the applicant) _____ (full company name in English) applying for the admission as an Industry Partner of The Hong Kong Institute of Architects (HKIA), do hereby DECLARE that the above is a true statement of my particulars and that of the company. While I firmly believe that the company is qualified and eligible as an Industry Partner, I do hereby accept the final decision of the HKIA Council.
- I also do hereby authorize HKIA to make any reasonable enquiries into the above given information.
- I also do hereby declare that I am a Director of the company and I will notify HKIA upon ceasing to be a Director of the company within a month.
- I also do hereby declare that the company has not been convicted in Hong Kong or elsewhere of any criminal offence and sentenced to imprisonment, whether suspended or not.
- I also do hereby declare that the company has not been removed from any Government approved list due to misconduct or negligence. Should the company have ever been removed from any Government approved list, details of the incident shall be provided.
- I also do hereby declare that the company will respect the Institute's intellectual property rights and to refrain from any unauthorized or inappropriate use of the protected materials.
- I also do hereby declare that in the event of the company's confirmed partnership with HKIA, the company shall observe the RULES of the Institute, and all regulations and by-laws and any amendments thereto of HKIA (if applicable) and shall assist in the promotion of the object of HKIA as far as may be in the company's power.

Signature of Authorized Director

Company Chop



E FOR OFFICIAL USE ONLY

(To be monitored by the HKIA Secretariat)

Items	Date	Remarks
Application Form received		
Endorsed by HKIA Council		
Company notified with Industry Partner No. _____		
Subscription Fee received with Cheque No. _____		



HKIA Industry Partnership Scheme – Application Guidelines

A. Eligibility

1. Suppliers, contractors, service providers or the like of a business in connection with the architectural profession are considered eligible to apply for this Scheme.

B. Benefits

1. Opportunities to conduct Continuing Professional Development (CPD) programme to HKIA Members to share the business of the Industry Partner once every year free of charge.
2. Opportunities to sponsor HKIA activities and programme(s).
3. A maximum of TWO (2) advertisement e-banners can be displayed on the HKIA website in accordance with our display specifications and requirements.

C. Submission of Application

1. Fill in all sections of our specified Application Form where appropriate including the accurate and true statement of the company and the related personal particulars.
2. Certified True Copies of the following company documents shall be attached with the application:
 - Certificate of Incorporation to show the place of registration [including the applicant and its parent company (if applicable)],
 - Business Registration Certificate to show the registration validity [including the applicant and its parent company (if applicable)] and
 - Annual Return & Directorship Information.
3. The applicant shall prove that the Nature of Business is in connection with the architectural profession. HKIA reserves the right to review from time to time the business nature and may request further document(s) for justification.
4. The copies of documents attached for application shall be certified and duly signed by the Director provided in Section B1.
5. All applications will be vetted and endorsed by the HKIA Council.
6. HKIA reserves the right to review the admission rules without prior notice to the applicant.



D. Subscription Period

The subscription period is as follows:

Year	Subscription Period
1 year	12 months, starts from the 1 st day of the month receiving an email confirmation on successful application
3 years	36 months, starts from the 1 st day of the month receiving an email confirmation on successful application

E. Partnership Fee

- Partnership fee will be charged to the Applicant for joining this Scheme at the rate specified by HKIA and to be displayed on the HKIA website. The fee will be charged on an annual basis, with a three-year option.
- The partnership fee is as follows:

Year	Partnership Fee
1 year	\$15,000
3 years	\$42,000

- HKIA reserves the right to review and adjust the partnership fee from time to time without prior notice to the applicant.
- Successful applicants will be notified on the detailed payment methods upon the endorsement of the HKIA Council.

F. Personal Data

- The data provided in for application will be used for the purposes of the application only.
- If an application is successful, the corporation and personal data will be retained and used by HKIA for the purposes of administration of the Industry Partnership Scheme only.
- Names and qualifications of applicants may be placed in HKIA publications.
- Applicants are requested to notify HKIA of any changes in their data, including but not limited to any change of Directorship within a month.
- Under the terms of the Personal data (Privacy) Ordinance, an applicant has the right to request access to and correction of any data relating to that applicant, but a fee as permitted by the Ordinance may be charged by HKIA for dealing with any such request.



G. Intellectual Property

The Institute of Architects takes the protection of its intellectual property very seriously. The Institute's logo, trademarks, and other proprietary branding elements are the exclusive property of the organization and are not to be used by any external parties without the express written permission of the Institute.

Industry Partners are strictly prohibited from utilizing the Institute's logo or any other protected intellectual property in their own marketing, advertising, or communications without authorization. Doing so would constitute trademark infringement and could result in legal action being taken by the Institute.

All use of the Institute's intellectual property must be pre-approved and in accordance with the organization's branding guidelines. Partners are expected to respect the institute's intellectual property rights and to refrain from any unauthorized or inappropriate use of the protected materials.

The Institute will vigilantly monitor for any misuse of its intellectual property and will swiftly address and remediate any violations in order to uphold the integrity and exclusivity of the organization's brand. Maintaining control over the Institute's intellectual property is critical to preserving its reputation and standing within the architecture community.

H. Enquiry

For any query regarding the application, please contact the HKIA Secretariat at council@hkia.org.hk or 2511 6323.