



APPLICATION FOR MEMBERSHIP – AFFILIATE

- Please read the attached guidelines before completing this form

A PERSONAL PARTICULARS			
Full Name (in English)	<input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <hr/>		Passport Photograph With 300 dpi (For photo requirements, please refer to Point C on Page 7)
Full Name (in Chinese)	(Given Name)	(Surname)	
Date of Birth (DD/MM/YYYY)			
Nationality			
ID Card/ Passport* No.		Issuing Place/Country	
Email			
<i>Contact Information</i>			
Address			
Telephone No.		Mobile No.	
B NOMINATION			
Being MEMBERS/FELLOWS in good standing of the HONG KONG INSTITUTE OF ARCHITECTS, I, the UNDERSIGNED, recommend from personal knowledge that the CANDIDATE _____ (full name in English) is in possession of the necessary academic qualifications as given in the application form and practical experience and is in every respect worthy of being considered for admission as an Affiliate of the HONG KONG INSTITUTE OF ARCHITECTS.			
Full Name of Proposer	HKIA Membership No.	Signature	Date
C ACADEMIC QUALIFICATIONS (in chronological order starting from the latest academic qualification)			
Degree/ Diploma	School/ University	Student Number	Date of Attainment

* Please delete where appropriate



D CURRENT MEMBERSHIP OF PROFESSIONAL BODIES			
Membership Number	Professional Body	Full Address	Date of Admission

E WORKING EXPERIENCE (in chronological order starting from the latest working experience)			
Duration	Company Name	Location	Position

F DECLARATION				
<ul style="list-style-type: none"> I, _____ (full name in English) being a CANDIDATE for admission as Affiliate of the HONG KONG INSTITUTE OF ARCHITECTS do hereby DECLARE that the above is a true statement of my particulars, that I have read and understood the RULES and the CODE OF PROFESSIONAL CONDUCT OF the said INSTITUTE and although I do firmly believe that I am qualified and eligible for membership I do hereby accept the final decision of the COUNCIL of the said INSTITUTE from whom there need be no explanation to account for their decision. I also do hereby authorize the HONG KONG INSTITUTE OF ARCHITECTS to make any reasonable enquiries into the above given information. I also do hereby declare that in the event of my election to membership of the HONG KONG INSTITUTE OF ARCHITECTS, I shall be bound by the said RULES, CODE OF PROFESSIONAL CONDUCT and all regulations and by-laws and any amendments thereto of the said INSTITUTE and shall promote the object of the INSTITUTE and shall promote the object of the INSTITUTE as far as may be in my power. I also do hereby declare that <input type="checkbox"/> I have (details provided below) <input type="checkbox"/> I have not been convicted in Hong Kong or elsewhere of an offence which may bring the profession into disrepute. Details (Please set out the details of the conviction of the offence and the sentencing thereof, including the imprisonment terms (if any), whether suspended or not): <p>_____</p> <p>(Please use separate sheets if necessary and sign for confirmation.)</p> <p>I undertake to notify the Registrar of the Hong Kong Institute of Architects (HKIA) of any change in any of the above particulars within 28 days of such change.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;"> <p>_____</p> <p>Signature of Applicant</p> </td> <td style="width: 50%; text-align: center;"> <p>_____</p> <p>Signature of Witness</p> </td> </tr> <tr> <td style="width: 50%; text-align: center;"> <p>_____</p> <p>Date</p> </td> <td style="width: 50%; text-align: center;"> <p>_____</p> <p>Name of Witness</p> </td> </tr> </table>	<p>_____</p> <p>Signature of Applicant</p>	<p>_____</p> <p>Signature of Witness</p>	<p>_____</p> <p>Date</p>	<p>_____</p> <p>Name of Witness</p>
<p>_____</p> <p>Signature of Applicant</p>	<p>_____</p> <p>Signature of Witness</p>			
<p>_____</p> <p>Date</p>	<p>_____</p> <p>Name of Witness</p>			



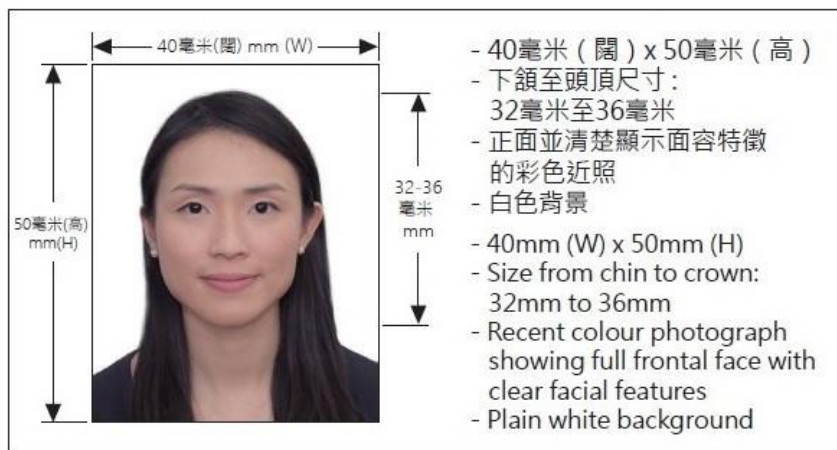
HKIA Affiliate Membership Application Guidelines

A. Eligibility for Affiliate

Affiliates shall be persons or categories of persons considered by the Council to have a connection with the architectural profession and who are suitable to be admitted as Affiliates of the Institute.

B. Points to note in submitting membership application to the HKIA

1. Fill in all sections of the Application Form where appropriate and to provide an accurate and true statement of personal particulars.
2. The application should be accompanied by the following materials:
 - A recent photograph of the applicant
 - A copy of the applicant's HKID Card / Passport
 - Copies of the applicant's certificate(s) or diploma(s)
 - Official translations for any documents not in English or Chinese
 - Letter confirming validity of the academic / professional qualification, issued by the school/ university / professional body for non-local graduates and professionals (sample in **Annex**)
3. Photo requirements as follows:



圖像類別	: JPEG
檔案大小	: 5MB或以下
合適尺寸:	
- 由掃描器 (600dpi) 擷取-相片大小	: 40 毫米 (闊) x 50 毫米 (高)
- 由數碼相機擷取-圖像大小	: 最少1200 像素 (闊) x 1600 像素 (高)
Image type	: JPEG
File size	: 5MB or below
Acceptable dimension:	
- Captured by scanner (600dpi) - Photograph size	: 40 mm(W) x 50 mm(H)
- Captured by digital camera - Image size	: at least 1200 px(W) x 1600 px(H)



4. Final approval of membership application rests with the HKIA Council.
5. A total of 4 months or more may be required for the processing of each membership application.

C. Membership Fee

1. Membership subscriptions will be charged on a quarterly basis depending on the date of election as member by the HKIA council.
2. The membership fees (starting from 2026) are as follow:

Membership Category	Entrance Fee	Annual Subscription
Student Member	Waived	Waived
Graduate Member	\$600	\$600
Affiliate	\$1,000	\$600
Associate	\$2,400	\$2,400
Member	\$2,400	\$2,400

3. The fee payable shall be subject to annual review.
4. Successful applicant will be notified on the detailed payment methods after the election.

D. Personal Data

1. The personal data provided for application will be initially used for the purpose of the application only.
2. If an application is successful, the personal data of the applicant as provided in the application form 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 ('The Ordinance').
3. Elected members' name, qualifications and photo may be published in HKIA publications.
4. Members are requested to notify HKIA of any subsequent 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.

E. Question on membership application

For any query regarding the membership application, please call the HKIA Secretariat at 25116323 or address to the HKIA Secretariat, 19th Floor, One Hysan Avenue, Causeway Bay, Hong Kong.

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



Dear Sir/ Madam,

Confirmation of Professional Qualification for HKIA Affiliate Membership

The following member of your Institute/ Board is applying for the *HKIA Associate Membership*:

Name:

Class of Membership:

Member Since:

Membership Number:

We should be grateful if you will kindly confirm the above information by completing and **returning the enclosed “Reply Slip” (ORIGINAL) to the HKIA within 2 weeks from the date of this letter.** in order to facilitate the above applicant’s application.

Thank you,

Your sincerely

HKIA Secretariat

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



REPLY SLIP

To: The Hong Kong Institute of Architects
19/F One Hysan Avenue
Causeway Bay, Hong Kong
(Fax no. for enquiries: (852) 2519 6011 or 2519 3364)

Confirmation of Professional Qualification for HKIA Affiliate Membership

We hereby confirm the following information of the member of our Institute/ Board:

Name:

Class of Membership:

Member Since:

Membership Number:

Remarks (if any):

Signature

Name of Institute/ Board

Name and title of signatory

Please affix official stamp

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



Applicant Employment Record Form

(To be completed by applicant)

To: Personnel / Human Resources Department

Company Name: _____

From : HKIA Secretariat Date: _____

We are in receipt of an application for HKIA membership from the following applicant.

I wish to seek your confirmation of the applicant's employment record. Kindly complete the reply slip on page 2.

Name of Applicant: _____

HKID Card / Passport No.: _____

Position	From	To

Should you have any questions, please contact our colleague via membership@hkia.org.hk or 2511 6323.

Thank you for your kind assistance.

Yours faithfully,

HKIA
Secretariat

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



Applicant Employment Record Form Reply Slip
(To be completed by company)

Please complete the following part:

Please sign and return this confirmation letter to HKIA via membership@hkia.org.hk.

Name of Applicant: _____

Employment period: From _____ to _____

Duration of employment under your company: _____ mth(s)

The Applicant is/was supervised by or in association with _____ (**Professional**

Body: _____ **Membership No.:** _____) during the above employment period.

Name of Signatory

Position

Signature

Company name with chop

Tel. No.

Date