

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

19th Floor, One Hysan Avenue
Causeway Bay, Hong Kong

Tel : 2511 6323 Fax : 2519 6011, 2519 3364
香港銅鑼灣希慎道 1 號 19 樓



APPLICATION FOR MEMBERSHIP – MEMBER (via Non-Local Architectural Professionals Admission route)

- Please read the attached guidelines before completing this form

A PERSONAL PARTICULARS			
Full Name (in English)	☐ Mr. ☐ Mrs. ☐ Miss (Given Name) (Surname)		Passport Photograph With 300 dpi (For photo requirements, please refer to Point C on Page 7)
Full Name (in Chinese)			
Date of Birth (DD/MM/YYYY)			
Nationality			
ID Card/ Passport* No.		Issuing Place/Country	
Email			
<i>Residential Information</i>			
Address			
Telephone No.		Mobile No.	
<i>Office Information</i>			
Company Name			
Address			
Telephone No.		Fax No.	
Mailing Address	☐ Residential Address ☐ Office Address		

* Please delete where appropriate

B ACADEMIC QUALIFICATIONS (in chronological order starting from the latest academic qualification)				
Degree/ Diploma	School/ University	Student Number	Full Address	Date of Attainment

C PROFESSIONAL QUALIFICATIONS AND PARTICULARS (in chronological order starting from the latest professional qualification)			
C1 Professional Practice Examinations Passed			
Examination	Institute/Authority	Full Address	Date of Attainment
C2 Current Membership of Professional Bodies			
Membership Number	Professional Body	Full Address	Date of Admission

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

E CERTIFICATION FROM SCHOOL / DEPARTMENT (for Associate application if applicable)		
This is to certify the CANDIDATE _____ (full name in English) is a full-time teaching staff of our _____ (Name of School / Department) of _____ (Name of the University / Institution)		
Name of Head of School/Department	Signature	Date

F OTHER PARTICULARS		
F1 Period of Continuous Residency in Hong Kong		
From DD/MM/YYYY	To DD/MM/YYYY	Full Address
F2 If you have been subject to suspension or expulsion by any professional or registration body or convicted of any offense of a criminal nature, please give details below and dates.		
_____ _____ _____		
F3 Service with Hong Kong Institute of Architects		
Service		Date

G DECLARATION

- I, _____ (full name in English) being a CANDIDATE for admission as Member 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 declare that I have relevant local practical experience for a period of time.
- 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 as far as may be in my power.

Signature of Applicant

Signature of Witness

Date

Name of Witness

H NOMINATION (to be completed by three HKIA Fellows)

Being FELLOWS in good standing of the HONG KONG INSTITUTE OF ARCHITECTS, WE, 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 a Member of the HONG KONG INSTITUTE OF ARCHITECTS.

Full Name of Proposer	HKIA Membership No.	Signature	Date

I FOR OFFICIAL USE ONLY (to be completed by the Registrar)			
<i>I1 All original copies of documents examined by the Registrar in respect of this application (photocopies attached)</i>			
Original Document Examined	Checked by	Counter-checked by	Dated
<i>I2 All verification letters received from schools/universities/professional institutions/registration bodies by the Registrar in respect of this application (photocopies attached)</i>			
Verification Letter Received From	Checked by	Counter-checked by	Dated
<i>I3 Application Process Check</i>			
Event	By	Signature (by Registrar)	Date
Application Received	Registrar		
Application Documents Checked	Registrar		
Recommendation for Endorsement ☐ Accepted ☐ Rejected	Board of Educational Affairs		
Election for Membership	Council		
Membership no. _____	Registrar		
Candidate Notified	Registrar		
Membership Subscription Received	Registrar		
Membership Certificate Issued	Registrar		

HKIA Member Membership Application Guidelines

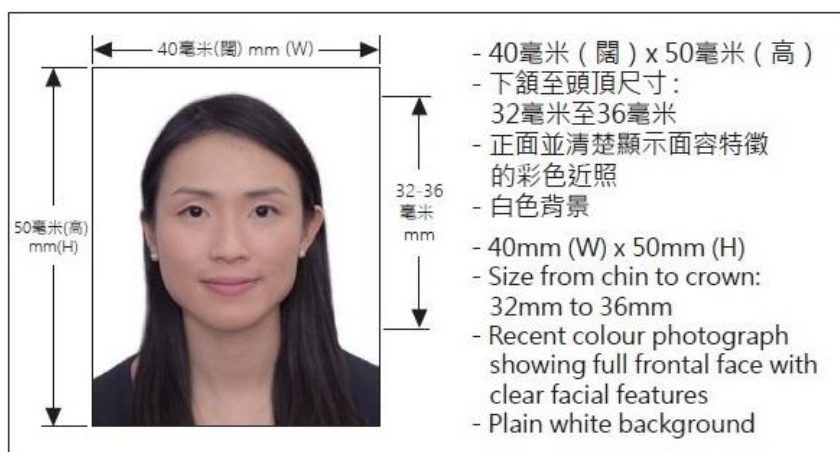
A. Eligibility for Members

Members shall be qualified architects, duly nominated and elected by the Council of the Institute, who:

- are members of any other architects' association, institution or register recognized by the Council for the purpose of admission, *OR*
- hold a degree or a diploma in architecture recognized by the Council, have two years post-graduate architectural experience or its equivalent as defined by the Council from time to time and who have passed the HKIA / ARB Professional Assessment or its approved equivalent.

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

- Fill in all sections of the Application Form where appropriate and to provide an accurate and true statement of personal particulars.
- 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**)
- 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 2014) are as follow:

Membership Category	Entrance Fee	Annual Subscription
Student Member	\$100	\$100
Graduate Member	\$600	\$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.

Rev. 08/2014

2nd Rev 04/2021



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



Architects Registration Board
Hong Kong Special Administrative Region
建築師註冊管理局
香港特別行政區

Dear Sir/ Madam,

Confirmation of Academic Qualification

The following graduate of your University is applying Non-Local Architectural Professionals (NLAP) Admission 2027:

Name:

Date of Birth:

Student Number:

Programme Title (in full):

Mode of Study:

Full time / Part time

(Please delete as appropriate)

Programme Start Date:

(dd/mm/yyyy)

Date of Completion:

(dd/mm/yyyy)

Date of Conferral:

(dd/mm/yyyy)

Total Study Period:

Years

Months

We shall be grateful if you will kindly confirm the above information by completing and **returning the enclosed “Reply Slip” to the Joint Secretariat by email to joinhkia@hkia.org.hk by 31 October 2026**, in order to facilitate the above candidate's application.

Thank you,

Your sincerely
HKIA Secretariat



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



Architects Registration Board
Hong Kong Special Administrative Region
建築師註冊管理局
香港特別行政區

REPLY SLIP

To : The Registrar,
The Hong Kong Institute of Architects/ Architects Registration Board
(email: joinhkia@hkia.org.hk)

Confirmation of Academic Qualification

We hereby confirm the following information:

Name of Graduate:		
Date of Birth:		
Student Number:		
Programme Title (in full):		
Mode of Study:	Full time / Part time	(Please delete as appropriate)
Programme Start Date:	(dd/mm/yyyy)	
Date of Completion:	(dd/mm/yyyy)	
Date of Conferral:	(dd/mm/yyyy)	
Total Study Period:	Years	Months

The above degree/ diploma is accredited / recognised by: (Please ☒ as appropriate)

- ☐ Architects Accreditation Council of Australia (AACAA)
- ☐ Commonwealth Association of Architects (CAA)
- ☐ National Architectural Accrediting Board (NAAB)
- ☐ National Board of Architectural Accreditation (NBAA)
- ☐ New Zealand Registered Architects Board (NZRAB)
- ☐ Canberra Accord Signatories

Remarks (if any):

*Note: Graduate of institution(s) in the **United Kingdom** are required to submit the "Certificate of Architectural Education issued under section 6A of the Architects Act 1997" issued by the Architects Registration Board of the UK from HKIA/ARB NLAP in 2025 October registration onwards. For more details, please visit: <https://arb.org.uk/architect-information/proof-of-qualification-registration/>*

Signature

Name of University

Name and title of signatory

Please affix official stamp

Note: **Any signs of change marked by correction pen / fluid** must be supplied with the official chop of the school and the official signature of the signatory next to the change(s) made.



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The Hong Kong Institute of Architects



Architects Registration Board
Hong Kong Special Administrative Region
建築師註冊管理局
香港特別行政區

Dear Sir/ Madam,

Confirmation of Professional Qualification

The following member of your Institute/Board is applying to sit for the HKIA/ARB Non-Local Architectural Professionals (NLAP) Admission 2027:

Name:

Class of Membership:

Member Since:

Membership Number:

We shall be grateful if you will kindly confirm the above information by completing and **returning the enclosed “Reply Slip” to the Joint Secretariat by email to joinhkia@hkia.org.hk by 31 October 2026**, in order to facilitate the above candidate's application.

Thank you,

Your sincerely
HKIA Secretariat



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The Hong Kong Institute of Architects



Architects Registration Board
Hong Kong Special Administrative Region
建築師註冊管理局
香港特別行政區

REPLY SLIP

To : The Registrar,
The Hong Kong Institute of Architects/ Architects Registration Board
(email: joinhkia@hkia.org.hk)

Confirmation of Professional Qualification

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

Note: **Any signs of change marked by correction pen / fluid** must be supplied with the official chop of the professional institution and the official signature of the signatory next to the change(s) made.