



**CONFIDENTIAL**

To: **Registrar**  
**Architects Registration Board**, Hong Kong SAR  
19/F., One Hysan Avenue,  
Causeway Bay, Hong Kong  
(Fax: 2519 6011)

### COMPLAINT FORM

#### Guidance Notes:

The Architects Registration Board (ARB) is able to pursue a complaint against a Registered Architect (RA) ONLY if the complaint is:

- i) supported by evidence showing a reasonable suspicion that disciplinary offence(s) under the Architects Registration Ordinance (ARO) have been committed by the RA concerned; and
- ii) within the jurisdiction of the ARB.

For information relating to the ARB disciplinary proceedings, please refer to PART IV of the ARO available on the ARB website ([www.arb.org.hk](http://www.arb.org.hk))

All additional documents submitted by the Complainant shall be in the form of an Affidavit.

If the Complainant is acting on behalf of any other person(s) or corporation/organization, please provide written authorization from all the person(s) or the relevant corporation/organization concerned, with confirmation that all communication/correspondence by ARB dealing with this complaint shall be addressed to the Complainant only. Otherwise the complaint may not be proceeded.

In case of enquiry, please contact the ARB Secretariat at 2511 6323.

Please "√" in appropriate box(es).

#### SECTION 1 – Complainant's particulars

1. Title      Prof.       Dr.       Mr.       Mrs.       Ms.

2. Name

3. Address

4. Contact Number      Mobile       Office       Fax



**Architects Registration Board**

Hong Kong Special Administrative Region

**建築師註冊管理局**

香港特別行政區

5. I am acting on behalf of

- a)  Myself
- b)  Other Person(s) (Please complete item 7 below)
- c)  Corporation/Organization (Please complete item 6 below)
  - Incorporated Owners
  - Estate Management Office
  - Architectural Practice
  - Contractor Company
  - Developer Company
  - Others

6. Name of the Corporation/Organization on behalf of which I am complaining

Address

Contact Number

My relationship with the Corporation/Organization

7. Name of Other Person(s) on behalf of whom I am complaining

Name

Address

My relationship with the Other Person(s) concerned



## SECTION 2 - Particulars of the Registered Architect under Complaint

8. Name of the RA

9. Address

10. Contact Number

Office

Mobile

Fax

## SECTION 3 - Details of the Complaint

11. Did you complain to ARB on this issue against the RA before?

YES

Date:

NO

12. In your opinion, which of the following disciplinary offence(s) under ARO the RA had allegedly committed in the complaint?

- committed misconduct or neglect in professional respect.
- has been convicted of an offence under ARO.
- has obtained registration under ARO by fraud or misrepresentation.
- was not at the time of his registration under ARO entitled to be registered.
- has been convicted in Hong Kong or elsewhere of any offence which may bring the profession into disrepute and sentenced to imprisonment, whether the sentence is suspected or not.

13. Please summarize your complaint **within 300 words.**



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14. Are you enclosing extra sheets of paper for your summary of the complaint?

YES

Quantity:  sheets

NO

15. In your opinion, the RA had committed the ARB disciplinary offence(s) based on the following fact(s):

16. Events and circumstances giving rise to your complaint and the **relevant documents** to support your complaint:

Date (in chronological order)	Description of the event	Appendix

17. Do you have the witness(es) of the complaint?

YES

(Please provide a complete witness(es) information separately.)

NO



18. Have you ever taken this complaint up with the RA concerned?

YES The outcome is:

NO The reason is:

19. Have you taken the complaint to other regulatory bodies or organizations (e.g. The Hong Kong Institute of Architects, Hong Kong Police, Independent Commission Against Corruption, Equal Opportunities Commission, Commissioner of Personal Data etc.) in prior or concurrently?

YES The regulatory body or organization is:

NO The reason is:

20. If there has been a lapse of time in making this complaint to ARB, ie. exceeding one year after the alleged commitment of disciplinary offence by the RA, please state the reason accordingly.



## SECTION 4 – Authorization and Declaration

21. I hereby request the Architects Registration Board (ARB) to look into the complaint against the Registered Architect (RA) concerned and confirm that I have read the guidance notes to the Complaint Form (Form) before filling in this Form.

I agree that I will provide any further relevant information within my power necessary for ARB's regulatory process in respect of this complaint.

I understand that ARB will send a copy of this Form together with any other information provided by me to the RA whom I am complaining against at the Inquiry Committee level.

I agree that I will assist ARB by acting as a witness in the event, appear and give evidence at any meeting or hearing that ARB commences disciplinary proceedings against the RA that I am complaining against.

I acknowledge and agree that the personal data given in this Form may be used by ARB for purposes relating to the performance of its regulatory function under the Architects Registration Ordinance (Cap.408) and may be transferred to the RA that I am complaining against. The provision of personal data in this Form is voluntary. The personal data provided in this Form will be kept by ARB in accordance with the Personal Data (Privacy) Ordinance (Cap. 486) after ARB has dealt with the complaint.

I understand that I have a right of access including the right to obtain a copy of my personal data and to have any mistakes with respect to personal data corrected under the Personal Data (Privacy) Ordinance (Cap.486).

22. ***To the best of my knowledge, I declare that the information included and attached to this Complaint Form is true and complete. All relevant documents supporting my complaint are being attached. I understand and accept that ARB is unable to proceed on unsubstantiated allegations.***

Complainant's  
Signature :

\_\_\_\_\_

Date:

\_\_\_\_\_

(For and on behalf of  
Company Name:

\_\_\_\_\_

Company Chop:

\_\_\_\_\_

Updated on February 2017