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**Architects Registration Board**

Hong Kong Special Administrative Region

**建築師註冊管理局**  
香港特別行政區

**ARCHITECTS REGISTRATION ORDINANCE (Cap.408) APPLICATION FOR RENEWAL OF REGISTRATION**

Full Name of Applicant  
(in BLOCK LETTERS)

Registration Number

Expiry Date

In accordance with Section 16(2) of the Architects Registration Ordinance (ARO), I hereby apply for renewal of my registration as a Registered Architect in Hong Kong for a further period of 12 months from the above expiry date.

I declare the following (please tick ✓ as appropriate) :-

- I still hold all requisite qualifications set out in ARO Section 13 by virtue of which I was originally registered.  
 Yes  
 No
- I am ordinarily resident in Hong Kong **and have resided in Hong Kong for a period of 2 years or more prior to this renewal** (ARO Section 13(1)(c) and Section 20(2) refer).  
 Yes  
 No
- I have been the subject of an inquiry committee or a disciplinary order under the ARO (ARO Section 13(1)(d) refers) since my last renewal.<sup>†</sup>  
 Yes  
 No
- I am competent to practise as an architect (ARO Section 13(1)(e) refers).  
 Yes  
 No
- I am fit and proper to be registered as a Registered Architect (ARO Section 13(1)(f) refers).  
 Yes  
 No
- I have been convicted in Hong Kong or elsewhere of any offence and sentenced to imprisonment, whether suspended or not (ARO Section 13(2)(a) refers) since my last renewal.<sup>†</sup>  
 Yes  
 No
- I have committed misconduct or neglect in a professional respect (ARO Section 13(2)(b) refers) since my last renewal.<sup>†</sup>  
 Yes  
 No

I have notified / hereby notify\* the Architects Registration Board of the following change of details required under Section 12(3) of the ARO:

(extra page if necessary)

I enclose herewith a cheque of **HK\$1,830.00** (cheque no. \_\_\_\_\_ Bank \_\_\_\_\_) payable to 'Architects Registration Board' for the fee for renewal of registration.  
Submitted by \_\_\_\_\_

Signature of Applicant

Date

<sup>†</sup> Details of any inquiry / disciplinary order, conviction of any offence and/or misconduct must be submitted together with this renewal of registration.

# Failure to duly complete the above Application Form fully may result in delays in renewal of registration  
Please refer to attached extract of relevant sections of the Architects Registration Ordinance (Cap. 408) for details

## **Relevant Sections of Architects Registration Ordinance (Cap. 408)**

### **Section 12 Form of register**

- (3) A person whose name is entered in the register shall within 28 days notify the Registrar of any change in the particulars prescribed by subsection (1).

### **Section 13 Qualifications for registration**

- (1) The Board shall not register a person as a registered architect unless-
  - (c) he is ordinarily resident in Hong Kong; and
  - (d) he is not the subject of an inquiry committee or a disciplinary order under Part IV which precludes him from being registered under this Ordinance; and
  - (e) he satisfies the Board by declaration in writing that he is competent to practice as an architects; and
  - (f) he is a fit and proper person to be registered.
- (2) Without limiting the effect of subsection (1)(f), the Board may refuse to register a person as a registered architect who-
  - (a) has been convicted in Hong Kong or elsewhere of any offence which may bring the profession into disrepute and sentenced to imprisonment, whether suspended or not; or
  - (b) has committed misconduct or neglect in a professional respect.

### **Section 16 Expiry of registration and renewal**

- (2) A registered architect shall apply for renewal of registration to the Registrar in the form specified by the Board not earlier than 3 months and not later than 28 days prior to the expiry of the current registration.
- (5) The Board may reject an application for renewal if it is satisfied that the applicant does not continue to comply with the requirements for registration set out in section 13.
- (6) Where a registered architect fails to renew his registration within time, the Board may extend time for renewal of registration if the registered architect pays to the Board the fee for the extension of time.
- (7) Any grant of extension of time by the Board shall not affect any offence under any other Ordinance that the person who has failed to renew on time may commit as a result of that failure.
- (8) If the registration of a registered architect has expired, the Board may require him to reapply for registration instead of renewing his registration.

### **Section 20 Removal of name from the register**

- (1) The Registrar may remove the name of a registered architect from the register if he has notice that the registered architect has --
  - (c) in the opinion of the Board, ceased to be ordinarily resident in Hong Kong;
- (2) For the purposes of subsection (1)(c), if a registered architect has failed to reside in Hong Kong for a period of 2 years or more, the Board shall not consider him to be ordinarily resident in Hong Kong.

### **Section 22 Inquiry Committee and rules of conduct**

- (1) The Board may refer any complaint concerning a disciplinary offence to an inquiry committee for decision, and for that purpose the Board may establish an inquiry committee of not less than 3 members of the Institute to determine whether or not the registered architect against whom the complaint is made has committed a disciplinary offence.

### **Guidance Notes on Ordinary Residence under Immigration Ordinance (Chapter 115)**

A person is ordinarily resident in Hong Kong if;

He remains in Hong Kong legally, voluntarily and for a settled purpose (such as for education, employment or residence), whether of short or long duration. That status does not change if he is temporarily absent from Hong Kong.

Whether or not he has ceased to be ordinarily resident in Hong Kong is determined by his circumstances and those of his absence. The circumstances may include:

- 1) the reason, duration and frequency of any absence from Hong Kong;
- 2) whether he has habitual residence in Hong Kong;
- 3) whether he is employed by a Hong Kong based company; and
- 4) the whereabouts of the principal members of his family (spouse and minor children).

A person shall not be treated as ordinarily resident in Hong Kong

- a) During any period in which he remains in Hong Kong
  - 1) with or without the authority of the Director, after landing unlawfully; or
  - 2) in contravention of any condition of stay; or
  - 3) as a refugee or while in detention pending determination of refugee status or removal; or
  - 4) while employed as a contract worker from outside Hong Kong under a Government importation of labour scheme; or
  - 5) while employed as a domestic helper from outside Hong Kong; or
  - 6) as a member of a consular post within the meaning of the Consular Relations Ordinance; or
  - 7) as a member of the Hong Kong Garrison; or
  - 8) as the holder of a prescribed Central People's Government travel document; or
- b) During any period of imprisonment or detention pursuant to the sentence or order of any court.