

NOTES TO APPLICATION/RENEWAL FOR INCLUSION IN THE REGISTER OF PRACTICES UNDER HKILA

***Please read these notes before completing your application**

A. REQUIRMENTS FOR INCLUSION IN THE REGISTER OF PRACTICES

A practice/office which is engaged in providing services for Landscape Architecture (e.g. landscape planning, design, and/or management) may apply for inclusion in the List of Registered Practices under the Hong Kong Institute of Landscape Architects (HKILA), the practice/office must have:-

- (a) at least one landscape principal having professional or fellow HKILA membership; and
- (b) he/she is a partner or director of the practice with full legal, managerial and financial responsibility for the landscape work of the practice.

A multi-disciplinary practice which has a professional or fellow HKILA member as an employee without the responsibility as listed in above para. (b) is not eligible for registration as a registered practice.

B. INFORMATION REQUIRED

The application/renewal shall be supported with the following information:-

- (a) completed Application/Renewal Form;
- (b) for new application, a certified true copy of Business Registration Certificate with a landscape principal's signature and membership chop affixed.

C. Registration Fee

The annual registration fee is subject to annual review.

Currently, cheque in the sum of **\$4,870** as annual registration fee shall be made payable to "The Hong Kong Institute of Landscape Architects".

D. DELIVERY

The completed Application/Renewal Form, together with all the supporting documents, and registration fee shall be sent to:

**The Secretary,
Hong Kong Institute of Landscape Architects,
P O Box 20561,
Johnston Road Post Office,
Hong Kong**

For new application, if the information is found to be in order, the practice will normally be notified of the result within 3 months from the date of receipt of the application.

E. Inquiries:

Tel: 2896 2833, Fax: 2896 3938,
email: registration@hkila.com

APPLICATION/RENEWAL FORM FOR INCLUSION IN REGISTER OF PRACTICES UNDER HKILA

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OFFICE USE

Date Received _____

Landscape Principal Membership No. _____

Registration Fee _____

Registration Certificate _____

PART A. PRACTICE INFORMATION

Name of Practice/Office:

Address:

Tel:

Fax:

E-mail:

Website:

Application Type: *New Application / Renewal

(*please delete where appropriate)

PART B. PERSONNEL

Landscape Principal(s):

- Please state the name(s) and HKILA membership no(s). of all landscape principal(s) in the Practice.
- The landscape principal must have a professional or fellow HKILA membership.
- A principal is defined as a partner or director of the practice with full legal, managerial and financial responsibility for the landscape work of the practice.

Name of Landscape Principal (Block letters, surname First)

Chinese Name

HKILA Membership No:

1.

2.

3.

4.

5.

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PART C. DECLARATION

We wish to be included in the Register of Practices under the Hong Kong Institute of Landscape Architects (HKILA).

We declare that all the information given in this application is true and correct.

We certify that the undersigned Principal(s) of the Practice has/have full legal, managerial and financial responsibility for the landscape work of the Practice.

We agree to be bound by the Institute's Constitution, Byelaws, Code of Professional Conduct and Conditions of Engagement and Professional Charges.

We fully understand and agree that the personal data and information provided in the application will be used for the purpose of processing the application. We consent that the personal data and information will be retained and used by the HKILA for the purposes as set out in Chapter 1162 – The Hong Kong Institute of Landscape Architects Incorporation Ordinance.

We do hereby authorize the HKILA to make any reasonable enquiries into the above given information.

Signature of Landscape Principal: _____ HKILA Membership chop Affixed: _____

Name: _____

Date: _____

Signature of Landscape Principal: _____ HKILA Membership chop Affixed: _____

Name: _____

Date: _____

Signature of Landscape Principal: _____ HKILA Membership chop Affixed: _____

Name: _____

Date: _____

Signature of Landscape Principal: _____ HKILA Membership chop Affixed: _____

Name: _____

Date: _____

Signature of Landscape Principal: _____ HKILA Membership chop Affixed: _____

Name: _____

Date: _____