

NOTES TO APPLICATION FOR HKILA MEMBERSHIP

Please read these notes before completing your application

QUALIFICATIONS FOR DIFFERENT CATEGORIES OF MEMBERSHIP

A. TO APPLY FOR PROFESSIONAL MEMBERSHIP

- (i) The candidate must have passed the Hong Kong Institute of Landscape Architects (HKILA) Professional Practice Examination; or
- (ii) The candidate must have obtained professional membership of an institute listed in Article 11 of the HKILA's Byelaws and completed at least one year's continuous practice in landscape architecture in Hong Kong immediately prior to the membership application.

B. TO APPLY FOR ASSOCIATE MEMBERSHIP

The candidate must have successfully completed an education in landscape architecture or equivalent, accredited by the Hong Kong Institute of Landscape Architects (refer to Article 9 of the Byelaws), but has not yet fulfilled the criteria for professional membership.

C. TO APPLY FOR GRADUATE MEMBERSHIP

The candidate must have obtained a higher diploma or higher qualification in landscape architectural studies from a university or tertiary institution recognized by the Institute (refer to Article 10 of the Byelaws).

D. TO APPLY FOR STUDENT MEMBERSHIP

The candidate must be attending a full time or part time education in landscape architecture or equivalent subject organized by a tertiary education institution (refer to Article 9 and 10 of the Byelaws).

E. TO APPLY FOR AFFILIATE MEMBERSHIP

The candidate who has no academic or professional qualifications in landscape architecture as in A, B, C or D above, but is participating in an associated discipline/industry (e.g. Architect, Engineer, Landscape contractor and Landscape products supplier) or has a keen interest in landscape matters (e.g. landscape science, landscape management and landscape research).

F. TO APPLY FOR RETIRED MEMBERSHIP

Fellow or Professional member who has ceased to practice or derive any pecuniary advantage from membership may apply in writing providing information of his/her circumstances to the Secretary for consideration.

G. TO APPLY FOR OVERSEAS MEMBERSHIP

Any member of the Hong Kong Institute of Landscape Architects, who no longer carries out any work in Hong Kong, and is no longer residing in Hong Kong may apply in writing providing information of his/her circumstances to the Secretary for consideration.

ADDITIONAL INFORMATION

H. The candidate must complete parts A, B, C and D of the Application Form.

I. The candidate must enclose the appropriate fees (Registration Fee + Annual Fee) together with the Application Form. Please check the relevant updated fees in HKILA web site (<http://www.hkila.com/>).

J. The candidate must enclose certified true copies of the original academic and professional certificate(s) and relevant document(s) signed by the Proposer on the front face of each copy to that effect and stamped with the Proposer's membership chop.

K. Cheques for fees should be in Hong Kong Dollars and made payable to "The Hong Kong Institute of Landscape Architects".

L. The completed Application Form, together with all the above requirements, should be sent to:

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

M. If the application is found to be in order, the candidate will normally be notified of the result within 3 months from the date of receipt of the application.

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

LIST OF APPLICATION FEES

Membership Category	Registration Fee	Local Annual Fee	Overseas Annual Fee
Affiliate	HK\$200.00	HK\$570.00	HK\$340.00
Student	nil	HK\$110.00	HK\$60.00
Graduate	HK\$200.00	HK\$670.00	HK\$400.00
Associate	HK\$200.00	HK\$760.00	HK\$450.00
Professional	HK\$400.00	HK\$1,380.00	HK\$830.00
Professional (age 60 or above)	HK\$400.00	HK\$690.00	HK\$415.00
Fellow	nil	HK\$1,730.00	HK\$1,040.00
Fellow (age 60 or above)	nil	HK\$865.00	HK\$520.00
Retired	nil	HK\$520.00	HK\$315.00

Notes: Fees are subject to annual review and the relevant updated fees can be found in the HKILA web site.

APPLICATION FORM FOR HKILA MEMBERSHIP (Page 1 of 3)

PHOTOGRAPH OF
THE CANDIDATE
(to be affixed by the
candidate)

OFFICE USE

Date Received _____

Category _____ Reg No. _____

Registration Fee _____ Annual Fee _____

Registration Office _____ Rec / Not Rec

Council _____ App / Not App

Letter Required _____

PART A. PERSONAL PARTICULARS

I, ***Mr / Mrs / Miss / Ms/** / _____ ()
(BLOCK LETTERS-Surname first, forenames in full) (Chinese) hereby apply to the Council for election as a/an
***Professional Member / Associate Member / Graduate Member / Student Member / Affiliate Member** of the Hong Kong Institute of Landscape Architects (* delete where appropriate).

Office Name and Address:

Tel _____ Fax _____ E-mail _____

Home Address:

Tel _____ Fax _____ E-mail _____

Address for Correspondence : ***Home / Office**

Place of Birth :

Date of Birth :

Nationality :

***Passport / ID No:**

Present Occupation :

Title / Decoration :

Length of continuous residence in Hong Kong, with dates:

From _____ to _____

From _____ to _____

Remarks: * Delete where appropriate

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PART B. ACADEMIC & PROFESSIONAL PARTICULARS

Please give details of academic qualifications, membership of other professional bodies / learned societies already held and length of working experience in Hong Kong. (All details must be supported by certified true copies of the original certificate(s) / document(s), etc. signed by the Proposer on the front face of each copy to that effect and stamped with the Proposer's membership chop).

1. Tertiary Academic Qualification(s) obtained School/University Date of Qualification

a)

b)

c)

2. Professional Qualification(s) obtained Institute/Authority Date of Election

a)

b)

c)

**3. Length of continuous practice in landscape architecture in Hong Kong
(For Professional Membership Category Application only)**

Office of Employment Post from to

a)

b)

c)

PART C. DECLARATION

I, _____ (name of candidate), declare that all the information given in this application form are true and correct. I further declare that if elected, I shall be bound by the Constitution, Byelaws and Code of Professional Conduct of the Hong Kong Institute of Landscape Architects (HKILA).

I ***have/have not** been convicted of a criminal offence within the last seven years. (*delete where appropriate) (please give details on a separate sheet, if any)

I fully understand and agree that the personal data and information provided by me in the application will be used for the purpose of processing the application. I 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.

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

Signed by the candidate: _____ Date : _____

Remarks:

1. Details of successful result in the HKILA Professional Practice Examination should be stated if relevant and the application should be supported with a certified true copy of the letter advising the result.
2. Members are requested to notify HKILA of any changes in their personal data and contact details.

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PART D. PROPOSAL FOR NOMINATION

1. Proposer

I, ***Mr / Mrs / Miss / Ms / /** _____ being a "**Fellow / Professional** Member of the Hong Kong Institute of Landscape Architects, propose ***Mr / Mrs / Miss / Ms / /** _____ (full name of the candidate) who is personally known to me, for election as a/an ***Professional Member / Associate Member / Graduate Member / Student Member / Affiliate Member** of the Institute, and having seen and certified by signing all copies of certificate(s) etc. listed in Part (B) above, I make the following statement as Proposer:

Signed by the Proposer** :

Name in block capitals:

Registration no:

Date :

2. Secunder (Only applicable for Professional or Associate membership application)

I, ***Mr / Mrs / Miss / Ms / /** _____ being a "**Fellow / Professional** Member of the Hong Kong Institute of Landscape Architects, second the proposal of ***Mr / Mrs / Miss / Ms / /** _____ (full name of the candidate) who is personally known to us for election as a/an ***Professional Member / Associate Member** of the Institute.

Signed by the Secunder** :

Name in block capitals:

Registration no:

Date :

Remarks:

*** Delete where appropriate**

****The signatures of the Proposer and Secunder must be supported with the membership chops**