

## 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 applicant must have passed the Hong Kong Institute of Landscape Architects (HKILA) Professional Practice Examination; or
- (ii) The applicant 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; or
- (iii) The applicant must have been accepted by the Landscape Architects Registration Board as a "Registered Landscape Architect" under the Landscape Architects Registration Ordinance (Cap 516).

#### **B. TO APPLY FOR ASSOCIATE MEMBERSHIP**

The applicant 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 applicant 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 applicant 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). For bulk student membership application from academic institution, please contact HKILA for a separate application form.

#### **E. TO APPLY FOR AFFILIATE MEMBERSHIP**

The applicant 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 applicant must complete parts **A, B, C** and (for professional and associate member applications) **D** of the application form.

**I.** The applicant must enclose the appropriate fees (**Registration Fee + Annual Fee**) together with the completed application form. Please check the relevant updated fees in HKILA website (<http://www.hkila.com/>).

**J.** For professional and associate membership applications, the copies of the original academic and professional certificate(s) and relevant document(s) must be enclosed and shall be 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". Alternatively, the applicant may pay by account transfer at ATMs to: **The HK & Shanghai Banking Corporation (bank code: 004 & account no.: 033-211459-838)** and attach the deposit confirmation with the application form.

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

**The Secretariat,**  
**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 applicant 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\$300.00	HK\$660.00	HK\$390.00
Student	nil	HK\$125.00	HK\$70.00
Graduate	HK\$350.00	HK\$770.00	HK\$460.00
Associate	HK\$400.00	HK\$875.00	HK\$520.00
Professional	HK\$700.00	HK\$1,590.00	HK\$960.00
Professional (age 60 or above)	HK\$400.00	HK\$795.00	HK\$480.00
Fellow	nil	HK\$1,990.00	HK\$1,200.00
Fellow (age 60 or above)	nil	HK\$995.00	HK\$600.00
Retired	nil	HK\$600.00	HK\$360.00

**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  
APPLICANT/APPLICANT  
(to be affixed by the  
applicant)

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, Given names in full as shown on HKID or passport) (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 as 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 as appropriate**

**CONTINUED NEXT PAGE...**

**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 copies of the certificate(s) / document(s), etc. For Professional and Associate membership applications, the documents shall be 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 applicant as shown on HKID or passport), 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 as 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 applicant: \_\_\_\_\_ 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.

**CONTINUED NEXT PAGE (For professional and Associate Membership Application only)**

**PART D. PROPOSAL FOR NOMINATION**

**1. Proposer (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, propose **\*Mr / Mrs / Miss / Ms / /** \_\_\_\_\_ (full name of the applicant) who is personally known to me, for election as a/an **\*Professional Member / Associate Member** of the Institute, and having seen and certified by signing all copies of certificate(s) etc. listed in Part (B) above, and having checked his/her personal particulars against HKID or passport, 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 applicant) 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 as appropriate**

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