



香港建築師學會
The Hong Kong Institute of Architects

Circular 19/2018

2 July 2018
By Mail

Dear Members,

Renewal of HKIA Membership 2019

We are pleased to enclose the CPD Declaration Form 2018, application form for HKIA Membership Card 2019, debit note and personal particulars updating form for your renewal of HKIA membership 2019.

Below are the instructions of membership renewal for your information.

A. CPD Declaration (Applicable to Fellow, Member, Non-Resident Member, Affiliate and Graduate Member)

The fulfillment of minimum CPD requirement is a prerequisite for renewal of HKIA membership. Please note that the renewal of HKIA membership 2019 will only be processed after the successful completion and return of the CPD Declaration Form 2018. Non-compliance of minimum CPD requirement may in turn affect the registration as registered architect and authorized person accordingly.

Fellow, Member, Non-Resident Member, Affiliate and Graduate Member who have been elected before 1 October 2017 are required to undertake a minimum of 25 CPD hours in order to renew the membership for 2019. Council may consider terminating the membership of those who neither make up for the 2017 outstanding CPD hours nor fulfill the 2018 CPD requirement.

As for new members admitted in the middle of the year, a minimum number of hours proportionate to the period of membership from your membership election date to the submission deadline of CPD Declaration Form (i.e. 30 September 2018) is required. To ensure timely renewal of your membership, you are strongly advised to submit your CPD Declaration Form 2018 the soonest to avoid last minute return. For those members who submit the Declaration Form on or before 30 September 2018, each member will be awarded with 3 CPD e-coupons while each Graduate Member will be awarded with 15 CPD e-coupons in the next calendar year.

B. For those who would like to apply for HKIA Membership Card 2019 only

1. Complete the application form for HKIA Membership Card 2019
2. Complete the CPD Declaration Form (Applicable to types of member mentioned in Part A and Associate inclusive)
3. Pay the HKIA membership subscription fee as detailed in the debit note (***for timely issuance of membership card, please settle the subscription fee before 30 November 2018.***)

C. For those who would like to apply for HKIA Membership Card cum Green Card 2019

This membership card would carry a statement at the back that the Member satisfies the safety training under section 6BA(4) of the Factories and Industrial Undertakings Ordinance.

1. Complete the HKIA self-study Construction Industry Safety Training (CIST) course "Enhanced Green Card Safety Training for Architectural Professional" (Please refer to next page for details)
2. Undertake relevant training / courses to update your knowledge as to occupational safety and health
3. Declare completion of the CIST course in the CPD Declaration Form (item F1)
4. Complete the application form for HKIA Membership Card cum Green Card 2019
5. Pay the HKIA membership subscription fee as detailed in the debit note (***for timely issuance of membership card, please settle the subscription fee before 30 November 2018.***)



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How to complete the HKIA CIST Course?

The HKIA self-study CIST Course is downloadable from www.hkia.net (go to section “Resource Centre” subsection “Enhanced Green Card Safety Training”). Members should also keep abreast with latest information by visiting the useful websites listed in the online course material. Completion of the CIST course shall equate to 1 hour of HKIA CPD pursuits.

Members who wish to apply for a separate “Green Card” not via the Institute may visit the Construction Industry Council’s website for details at <http://www.hkci.org/>

In case of any loss/damage of either kind of afore-mentioned HKIA membership card or separate request of Green card / replacement card after the first issuance, a fee of HK\$50 would be charged.

D. Update of personal particulars

Should you wish to have your personal particulars updated, please fill in the enclosed *Personal Particulars Updating Form* in which your agreement on personal data protection is sought.

Please return the CPD Declaration Form, application form for HKIA Membership Card, cheque / payment advice (if any) and Personal Particulars Updating Form to the Secretariat via one of the following means:

- By post using the envelope provided
- By fax at 2519 6011
- By email to cpd@hkia.net

You may also choose to login your personal online account at HKIA website www.hkia.net under “Members Area” to complete the e-CPD Declaration Form, update your personal particulars and settle the payment.

Cheque or debited amount on credit card form would only be deposited or submitted to the bank when you fulfill the CPD requirement of that year after the checking of CPD Declaration Form. Submission of the membership renewal documents does not imply any successful renewal of the HKIA membership, which is subject to the fulfillment of the CPD requirement.

If you have any queries, please contact the Secretariat at 2511 6323.

Yours sincerely,

Steve Chan
Chief Operating Officer

- Encl. 1) CPD Declaration Form 2018
 2) Application form for HKIA Membership Card 2019
 3) Debit Note
 4) Personal Particulars Updating Form



**CONTINUING PROFESSIONAL DEVELOPMENT
DECLARATION FORM for YEAR: 2018
(From 1st October 2017 to 30th September 2018)**

Activities (Please turn over for the Guidance Notes)		Credit Hours
<i>Excess hours that can be carried from last year.</i>		
A. Seminars and Study Tours		
<input type="checkbox"/> A1	Attending courses, seminars, conferences and workshops etc. organized by HKIA, other tertiary institutes or professional institutes.	
<input type="checkbox"/> A2	Study tours or visits to buildings, construction sites or related exhibitions	
B. Professional Activities / Contributions		
<input type="checkbox"/> B1	Researching for and writing articles for publication	
<input type="checkbox"/> B2	Giving presentations, speeches and seminars	
<input type="checkbox"/> B3	Voluntary works for HKIA or the community	
<input type="checkbox"/> B4	Participating in HKIA official activities of Council, Boards or Committees of HKIA	
C. On-the-Job Development		
<input type="checkbox"/> C1	Job-related specialized studies or researches	
<input type="checkbox"/> C2	Staff training or supervision of candidates for HKIA/ARB Professional Assessment	
D. Personal Enhancement		
<input type="checkbox"/> D1	Self-guided study or researches through structured reading, use of audio, video or internet resources	
<input type="checkbox"/> D2	Postgraduate diploma or degree courses	
<input type="checkbox"/> D3	E-learning packages	
E. Other CPD activities such as in-house seminars, workshops or study tours (Please specify)		
F. Requirements for CIST Course for Application for HKIA Membership Card 2019 cum Green Card		
Mandatory Requirement	<input type="checkbox"/> F1 I hereby declare that I completed the HKIA self-study Construction Industry Safety Training (CIST) course "Enhanced Green Card Safety Training for Architectural Professional" [Section 6BA(4) of the Factories and Industrial Undertakings Ordinance refers]. And I had undertaken relevant training / course / updates at HKIA's website (http://www.hkia.net/en/Resources/Resources_04.htm) to update my knowledge as to occupational safety and health.	1
Other programmes (if any)	<input type="checkbox"/> F2 Other relevant programme regarding updates on occupational safety and health Name of the Programme : _____ Date of Attendance : _____	
Total	All Members, Fellows, Graduate Members, Non-Resident Members and Affiliates are required to undertake minimum 25 credit hours of CPD activities.	

I hereby declare that I have

- satisfied** the minimum CPD requirement for the year 2018 as indicated in the brief summary above.
- NOT satisfied** the minimum CPD requirement for the year 2018, and am willing to make up for the deficiency in 2019. Meanwhile I am submitting this Form to HKIA for record.
- I wish to receive a hard copy CPD Certificate 2018.

If you are selected for random check, you will be required to submit a CPD Record Form which can be downloaded at: http://www.hkia.net/en/Events/CPD_Record_Form_2018.pdf

- Fellow
 Member
 Non-resident Member
- Affiliate
 Graduate Member

Signature _____

Membership Number

Name of Member _____

Date _____

Guidance Notes:

1. Members are free to choose the method which best suit their own personal arrangement and career priorities. To fulfill the minimum CPD requirement, simply achieve a total of minimum 25 CREDIT HOURS participation (per year) in any category of CPD activities as shown in the Declaration Form. You may login your personal online account at HKIA website at www.hkia.net under "Members Area" to access to E-CPD Declaration Form and your participation record of HKIA CPD Events in this year.
2. Members whose CPD pursuits exceed the annual minimum CPD requirement of 25 credit hours in a given year may **credit** up to 10 credit hours into the following year. Members whose credit hours fall short of the minimum CPD requirement of 25 credit hours in a given year shall make up for those outstanding hours in the following year. Credit hours to be carried to or made up in the following year shall be valid for 1 year only.
3. **Starting from 2011 (i.e. with the submission of CPD Declaration Form 2010), fulfillment of mandatory CPD requirement is a prerequisite for the renewal of HKIA membership for Fellows, Members, Affiliates, Non-Resident Members and Graduate Members. By Rule 23B, the Council may terminate the membership if the member cannot make up for the outstanding hours of 2017 and fulfill the annual CPD requirement of 2018.**
4. Even if you have yet to satisfy the minimum CPD requirement for this year by the deadline, you are still required to return your Declaration Form for HKIA's record. However, it is essential that you will make up for the outstanding hours in the following year.
5. If you return your Declaration Form 2018 by 30 September 2018, you would receive 3 CPD e-learning coupons 2019 as a token of appreciation. Graduate members will receive 15 CPD e-learning coupons 2019. The e-learning coupons would be used for viewing HKIA online CPD videos.
6. If you have already fulfilled CPD requirement for renewal of PRC Class I Registered Architect Qualification, you may simply fill in the total number of CPD credit hours (including those in PRC) you have obtained in this form and submit it together with your valid substantiating document to HKIA Secretariat.
7. Should Members have any queries or suggestions on the CPD policy and activities, please contact CPD Committee through email cpd@hkia.net or telephone at 2511 6323.



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Application for HKIA Membership Card 2019

- ()* I wish to be issued with a **Membership Card** only
- ()* I wish to be issued with a **Membership Card cum Green Card. (Applicable to fellow / member / associate / graduate member ONLY)**

I, _____(name in full), Hong Kong Identity Card No.# _____() being a fellow / member / associate / graduate member of Hong Kong Institute of Architects (HKIA) _____(HKIA membership no.) hereby declare that I have completed and seen the HKIA's self-study Construction Industry Safety Training (CIST) course, Enhanced Green Card Safety Training for Architectural Professional [Section 6BA(4) of the Factories and Industrial Undertakings Ordinance refers]. I am aware to undertake relevant training / courses to update my knowledge as to occupational safety and health.

Signature

Date

Name in BLOCK Letter

* Please tick where appropriate

Your Hong Kong identity card no. is required by the Labour Department for record. The information collected will be used by the Institute only for the purpose of processing your application for the HKIA Membership Card cum Green Card.

PAYMENT INSTRUCTIONS

1. Amount of Payments

1.1 Membership Subscriptions –

- a) 50% Concession Package -
Fellows, Members and Non-resident Members who are 65 or above by 1 January 2019 and possessing a minimum of 25-year continuous full membership (also by 1 January 2019) are entitled to enjoy 50% concession on membership subscription.
- b) 100% Remission Package –
Fellows, Members and Non-resident Members who possess 50 years or more full membership with HKIA by 1 January 2019 are entitled to enjoy 100% remission on membership subscription.

1.2 Donations

The Council would like to appeal for your support of the Institute by making **VOLUNTARY** donations to the following:

- a) HKIA Capital Fund
The Fund represents the capital contributions for the sole purpose of financing the purchase, improvement and /or expansion of the Institute's office premises.
- b) HKIA Fund for general activities
For the general operations of the Institute and the events/functions organized by the Institute as directed by the Council.

2. How to Pay

- 2.1 Please fill in the "TOTAL" by adding up "AMOUNTS" column for items (1: Membership Subscription) and (2: HKIA Capital Fund and HKIA Fund for general activities) in the Debit Note.

Return the original Debit Note, together with the required payment and voluntary contribution if applicable, to HKIA Secretariat, 19/F, One Hysan Avenue, Causeway Bay, Hong Kong by using the envelop provided.

Cheque should be crossed and made payable to "**The Hong Kong Institute of Architects**". Please mark your name and membership number at the back of the cheque.

For Non-resident Members or members currently residing abroad, payment by bank draft or cheque issued by a bank in Hong Kong is accepted.

- 2.2 Alternatively, payment can be made

- a) By Online Payment

Please click www.hkia.net to input your credit card details. Only VISA or MASTER card is accepted. Please print the confirmation for your own record.

If you wish to make donation on top of your membership subscription, please pay by cheque.

- b) By Telegraphic Transfer (For Payment from Abroad only)
Details of Telegraphic Transfer are as follows:

Bank : Hong Kong & Shanghai Banking Corporation Limited
Bank : 1 Queen's Road Central, Hong Kong
Address :
Account No : (HKD) 002-222420-001
Swift Code : HSBCHKHKKH
A/C Name : The Hong Kong Institute of Architects
Address : 19/F., One Hysan Avenue, Causeway Bay, Hong Kong

Please scan the receipt and completed Debit Note to HKIA Secretariat (fax: (852) 2519 6011; email: hkiasec@hkia.org.hk) after Telegraphic Transfer is made.

3. Late Payment

In accordance with Rules 22A and 23A of The Rules of The Institute, any members whose annual subscription remained unpaid for three months following the invoice for subscription were issued shall receive a reminder notice in the form of a registered letter to his address as last notified to the Registrar.

Where any members shall permit his annual subscription to remain in arrears for a period exceeding 3 months from the date of the notice issued under Rule 22A, his membership shall be terminated automatically and the Council may cause his/her name to be published in a circular of the Institute.

4. Issuance of Membership Card

A receipt together with the new membership card, or membership card cum Green Card for those Fellows, Members, Associates and Graduate Members who have completed and seen the HKIA's self-study Construction Industry Safety Training ("CIST") course, will be issued (by post) upon confirmation of payment.

5. Enquiries

For enquiries, please contact the HKIA Secretariat at (852) 2511 6323.