

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

\*Please read these notes before completing your application

### A. Requirements 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 practice/office should notify the HKILA as soon as the conditions stated in para (a) or (b) above are not satisfied. The practice or office is automatically excluded immediately as a Registered 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 **\$5,100** 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,  
The Hong Kong Institute of Landscape Architects,  
P O Box 90550 Tsim Sha Tsui Post Office,  
Tsimshatsui,  
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 2299, Fax: 2896 2121,  
Email: [registration@hkila.com](mailto:registration@hkila.com)

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

(Page 1 of 2)

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.

Contact Person (Block letters, surname First)

CONTINUED NEXT PAGE...

CONTINUED FROM PREVIOUS PAGE

(Page 2 of 2)

**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: