



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 10 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 8 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 and such other courses which have been recognised but not accredited by the Institute (refer to Article 9 of the Byelaws).

D. TO APPLY FOR STUDENT MEMBERSHIP

The applicant must be in full-time or part-time education in landscape architecture and such other courses which have been approved by the Council (refer to Articles 8 and 9 of the Byelaws). For bulk student membership applications from an 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.

ADDITIONAL INFORMATION

- G. The applicant must complete parts **A, B, C** (and **D** for professional and associate member applications) of the application form.
- H. The applicant must enclose the proof of payment for the appropriate fees (Registration Fee + Annual Fee) together with the completed application form. Applications will not be assessed until the appropriate fees have been paid in full. Please check the relevant updated fees on the HKILA website (www.hkila.com).
- I. For Professional and Associate membership applications, the academic certificate, professional certificate, and relevant document(s), shall be signed by the Proposer on the front face of each certified true copy to that effect and stamped with the Proposer's membership chop.
- J. Fees should be in Hong Kong Dollars and paid via PayMe or PayPal (refer to 'Payment Method'). The screenshot of the proof of payment should be enclosed together with the application form.
- K. **Complete all details, copy and return the completed application form by email to secretariat@hkila.com**, with the email's subject title: Application – [Membership Category]_[Full Name] e.g., Application – Associate_Chan Tai Man. If the files exceed 5MB, please upload them to an online drive and send the link.
- L. The applicant may be asked to provide additional supporting documents if requested. 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 application-related enquiries:
T: 2896 2299
registration@hkila.com

LIST OF APPLICATION FEES

Membership Category	Registration Fee	Local Annual Fee
Affiliate	HK\$320.00	HK\$690.00
Student	nil	HK\$130.00
Graduate	HK\$370.00	HK\$800.00
Associate	HK\$420.00	HK\$920.00
Professional	HK\$750.00	HK\$1,670.00
Fellow	nil	HK\$2,100.00
Retired	nil	HK\$630.00

Notes: Fees are subject to annual review and the relevant updated fees can be found on the HKILA website.

**APPLICATION FORM FOR HKILA MEMBERSHIP** (Page 1 of 3)

PHOTOGRAPH OF
THE
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:

Correspondence / Postal Address:

Tel:

Mobile:

E-mail:

Resident in Hong Kong: Yes No please specify:

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

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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 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 to certify that the document is a true copy of the original).

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 the 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 ON NEXT PAGE (For Professional and Associate Membership Applications only)

PART D. PROPOSAL FOR NOMINATION

1. Proposer (Only applicable for Professional or Associate membership applications)

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. Seconder (Only applicable for Professional or Associate membership applications)

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 Seconder**:

Name in block capitals:

Registration no:

Date:

Remarks:

*** Delete as appropriate**

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

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PAYMENT METHOD

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1. PayMe



2. PayPal



Steps:

1. Scan either paycode (PayMe or PayPal).
2. Confirm payment is made to '**The Hong Kong Institute of Landscape Architects**' for security's sake.
3. Enter the payment amount.
4. Enter your name in the payment remarks e.g. Chan Tai Man (New Application).
5. Send the screenshot of the payment together with the application documents.

For payment-related enquiries:

T: 2896 2299

secretary1@hkila.com

WhatsApp: 6504 2702

