

ARCHITECTS ACT
(CHAPTER 12, SECTION 36)

ARCHITECTS RULES

ARRANGEMENT OF RULES

Rule

1. Citation

PART I

REGISTRATION

2. Form of application
3. Qualifications and training
- 3A. Prescribed examinations for purposes of section 15 (2) of Act
- 3B. Application to sit for prescribed examinations
4. Practical experience
5. Evidence of practical experience
6. Further evidence and other requirements
7. Fee for registration
8. Decision of Board
9. Form of certificate of registration
10. Removal of name from register of architects

PART II

PRACTISING CERTIFICATES

- 10A. Definitions of this Part
- 10B. *[Deleted]*
11. Form of application
12. Fee for application
13. Additional fee for late application
- 13A. Requirements as to continuing professional education
- 13B. List of activities, etc., with professional development points
- 13C. Issue of guidelines and directives
- 13D. *[Deleted]*
14. Evidence
15. Form of practising certificate

PART III

LICENCES, REGISTER OF LICENSEES AND NAMES OF PRACTICES

Rule

16. Form of application
17. Fee
18. Evidence
- 18A. Practice names
19. Form of licence
20. Validity of licence
21. Appeals

PART IV

REGISTERS

22. Form of registers
23. Register of architects
24. Index

PART V

MISCELLANEOUS PROVISIONS RELATING TO REGISTRATION,
CERTIFICATES AND LICENCES

25. Duplicate certificate or licence
26. Return of certificates, etc.
27. Change of address

PART VI

DISCIPLINARY PROCEDURE

28. Proceedings of Investigation Committee
 29. Service of complaint, etc.
 30. Confidentiality of information
 31. Proceedings of Disciplinary Committee
 32. Attendance by registered architect
 33. Hearing before disciplinary Committee
 34. Record of proceedings
- The Schedules
-

[30th August 1991]

Citation

1. These Rules may be cited as the Architects Rules.

PART I**REGISTRATION****Form of application**

2. An application for registration as an architect under the Act shall be in the Form 1 set out in the First Schedule.

Qualifications and training

3.—(1) An application for registration under the Act made by a person who holds any qualification referred to in section 15 (1) (a) or (b) of the Act shall be accompanied by a copy of the qualification by which he claims to be entitled to such registration.

(2) An application for registration under the Act made by a person referred to in section 15(1)(c) of the Act shall be accompanied by such evidence of training in architecture as the Board may require.

Prescribed examinations for purposes of section 15 (2) of Act

3A.—(1) The following examinations shall be the prescribed examinations for the purposes of section 15 (2) (a) (ii) of the Act:

- (a) the Law and the Architect Examination, which tests the applicant's technical knowledge on the various Acts, by-laws, rules and regulations, limitations, codes of practice, submission and application procedures relating to the practice of architecture in Singapore;
- (b) the Professional Practice Examination, which tests the applicant's understanding of and his abilities in Contract Administration and Project Management; and
- (c) the Oral Interview Examination (to be conducted only after the applicant has sat for and passed the examinations referred to in sub-paragraphs (a) and (b)), which covers the following areas:

- (i) the topics set out in sub-paragraphs (a) and (b);
 - (ii) the data recorded in the applicant's Professional Case Study, Practical Experience Record Book and Log Book; and
 - (iii) the mentoring process of the applicant.
- (2) The prescribed oral examination for the purposes of section 15 (2) (b) (ii) of the Act shall be the Professional Practice Interview Examination, which covers the following areas:
- (a) the topics set out in paragraph (1)(a) and (b); and
 - (b) the data recorded in the applicant's Professional Case Study, Practical Experience Record Book and Log Book.
- (3) The prescribed oral examination for the purposes of section 15 (2) (c) (ii) of the Act shall be the Professional Interview, in which the applicant will be asked to elaborate on his aspirations in relation to his practice of architecture in Singapore, his professional opinion on improving the architectural practice and standards in Singapore and his achievements in the architectural profession.
- (4) The Board shall —
- (a) appoint a Committee of Examiners to conduct the examinations referred to in paragraphs (1), (2) and (3);
 - (b) determine the date, time and place for the examinations to be held;
 - (c) determine the number of such examinations to be conducted in a year (not being less than one examination per year);
 - (d) determine the scope and duration of such examinations;
 - (e) determine the procedure for the conduct of such examinations; and
 - (f) notify each applicant of the result of his examination as soon as practicable.

Application to sit for prescribed examinations

3B.—(1) Every application to sit for an examination referred to in rule 3A(1), (2) or (3) shall be —

- (a) made in such form and manner as the Board may determine;
- (b) submitted not less than 60 days before the date of the examination;
- (c) accompanied by a copy of the applicant's Professional Case Study, Practical Experience Record Book and Log Book; and
- (d) accompanied by the appropriate fee specified in the Third Schedule.

(2) Where a person who has applied to sit for any of the examinations referred to in rule 3A(1), (2) or (3) is unable to sit for the examination, the Board may, in its discretion, refund any fee or part thereof paid by that person under this rule.

Practical experience

4.—(1) The practical experience that a person is required to have under section 15 (2) (a) or (b) of the Act in order to be entitled to registration under the Act shall be such practical experience in architectural work undertaken by an architect engaged in the practice of architecture as may be acceptable to the Board, which shall include practical experience obtained in Singapore for a continuous period of at least 12 months under the supervision of a registered architect in the employ of the Government or a registered architect who has in force a practising certificate.

(2) No person shall be eligible to sit for the examination referred to in section 15(2)(a) of the Act unless he has the practical experience prescribed in paragraph (1).

Evidence of practical experience

5.—(1) Every person applying for registration under the Act shall submit with his application proof in writing of his practical experience, which shall include details of the duration and a description of the practical experience in such form as the Board may require.

(2) The Board may, with a view to determining the nature of an applicant's practical experience, conduct an interview with the applicant.

Further evidence and other requirements

6.—(1) The Board may require an applicant to furnish such other evidence or particulars as the Board considers necessary to determine whether the applicant is entitled to registration under the Act.

(2) The Board may further require an applicant to submit a project report to demonstrate his experience in the different areas of architectural practice.

Fee for registration

7. Every application for registration under the Act shall be accompanied by the appropriate fee specified in the Third Schedule, and such fee shall not be refundable.

Decision of Board

8.—(1) When any person applies for registration under the Act, the Registrar shall as soon as practicable refer the application to the Board.

(2) Notification of every decision of the Board with respect to any application for registration under the Act shall be given to the applicant by letter signed by the Registrar addressed to the applicant at the address stated by him in the application.

Form of certificate of registration

9.—(1) A registered architect shall, on payment of the appropriate fee specified in the Third Schedule, be issued a certificate of registration duly signed by the Registrar.

(2) The certificate of registration shall be in the Form 2 set out in the First Schedule.

Removal of name from register of architects

10. An application by a registered architect to have his name removed from the register of architects shall be in the Form 3 set out in the First Schedule.

PART II

PRACTISING CERTIFICATES

Definitions of this Part

10A.—(1) In this Part —

“continuing professional development point” means a continuing professional development point which a registered architect obtains by successfully completing any continuing professional development program;

“continuing professional development program” means any activity, course or programme in the list of activities, courses or programmes published by the Board under rule 13B;

“qualifying period”, in relation to a registered architect, means the period of 12 months immediately preceding the date on which the practising certificate in respect of which he has made an application is to commence;

“requisite continuing professional development points”, in relation to a registered architect, means the number of continuing professional development points he is required to obtain under rule 13A(2), (3) or (4), as the case may be.

(2) In this Part, a registered architect obtains a specified number of continuing professional development points if he successfully completes one or more of the activities, courses or programmes in the list published under rule 13B, the total number of continuing professional development points of which equals or exceeds that specified number.

10B. [*Deleted by S 761/2005*]

Form of application

11. An application for a practising certificate shall be in the Form 4 set out in the First Schedule and shall be signed by the applicant.

Fee for application

12. For the purposes of section 18(3)(c) of the Act, every application for a practising certificate shall be accompanied by the appropriate fee specified in the Third Schedule, and such fee shall not be refundable.

Additional fee for late application

13.—(1) Where an application for a practising certificate authorising the holder thereof to engage in the practice of architecture during any year or part thereof is made on or after 1st January of that year or after 1st December of the previous year, a late application fee specified in the Third Schedule shall, in addition to the fee payable under rule 12, accompany and be payable in respect of that application, and such late application fee shall not be refundable.

(2) Paragraph (1) shall not apply to any first application for a practising certificate after registration under the Act or the repealed Act.

Requirements as to continuing professional education

13A.—(1) For the purposes of section 18(4)(f) of the Act, the Board may refuse to issue a practising certificate to a registered architect if he fails to satisfy the Board that he has obtained or will obtain the requisite continuing professional development points during the qualifying period.

(2) Where a registered architect is below the age of 60 years on the date on which the practising certificate in respect of which he has made an application is to commence, the requisite continuing professional development points he is required to obtain before a practising certificate may be issued to him is 20 continuing professional development points.

(3) Where a registered architect is of or above the age of 60 years but below the age of 70 years on the date on which the practising certificate in respect of which he has made an application is to commence, the requisite continuing professional development points he is required to obtain before a practising certificate may be issued to him is 15 continuing professional development points.

(4) Where a registered architect is of or above the age of 70 years on the date on which the practising certificate in respect of which he has made an application is to commence, the requisite continuing professional development points he is required to obtain before a practising certificate may be issued to him is 10 continuing professional development points.

(5) The Board may issue a practising certificate to a registered architect notwithstanding that he has failed to obtain the requisite continuing professional development points applicable to him during the qualifying period if the registered architect gives an undertaking that he will make up for the shortfall in the requisite continuing professional development points during the period of 12 months immediately following the last day of the qualifying period.

(6) If a practising certificate has been issued to a registered architect by virtue of an undertaking given under paragraph (5), any continuing professional development points obtained by the registered architect to make up for the shortfall in the requisite continuing professional development points referred to in that paragraph shall be disregarded for the purpose of a subsequent application for a practising certificate.

(7) Notwithstanding paragraphs (2), (3) and (4), the Board may, in such special circumstances as it may determine, issue a practising certificate to a registered architect even though he has failed to satisfy the Board that he has obtained the requisite continuing professional development points applicable to him during the qualifying period.

List of activities, etc., with professional development points

13B. The Board shall publish on its Internet website a list of activities, courses and programmes for the purposes of this Part and the number of continuing professional development points which a registered architect obtains by successfully completing each of the activities, courses and programmes.

Issue of guidelines and directives

13C. For the purposes of rules 13A and 13B, the Board may issue such guidelines and directives, not inconsistent with the provisions of these Rules, as the Board considers necessary.

13D. [*Deleted by S 761/2005*]

Evidence

14. The Board may require a statutory declaration or such other evidence as the Board may consider necessary to support the facts, circumstances or particulars contained in any application for a practising certificate.

Form of practising certificate

15. A practising certificate shall be in the Form 5 set out in the First Schedule.

PART III

LICENCES, REGISTER OF LICENSEES AND NAMES OF PRACTICES

Form of application

16. An application for a licence to supply architectural services in Singapore shall be in the Form 6 set out in the First Schedule, and shall be made not less than one month before the expiration of any previous licence issued to the applicant.

Fee

17. Every application for a licence shall be accompanied by the appropriate fee specified in the Third Schedule, and such fee shall not be refundable.

Evidence

18.—(1) An application by a corporation for a licence shall be accompanied by —

- (a) a certified true copy each of the memorandum and articles of association of the corporation;
- (b) a list of the members and directors of the corporation containing particulars as to whether they are registered architects, allied professionals or otherwise, and such other particulars as the Board may require;

- (c) a certified true copy of any policy insuring the corporation against professional liability in accordance with the Act and the rules made thereunder for such period as the corporation is licensed to supply architectural services;
 - (d) a certified true copy of the certificate of incorporation issued in respect of the corporation under section 19 of the Companies Act [Cap. 50]; and
 - (e) a certified true copy of the resolution passed by the board of directors of the corporation under section 20 (1) (d) (ii) or (2) (c) (iii) of the Act.
- (2) An application for a licence by a partnership not comprising wholly of registered architects shall be accompanied by —
- (a) a copy of the agreement establishing the partnership; and
 - (b) a list of the partners of the partnership containing particulars as to whether they are registered architects, allied professionals or otherwise, and such other particulars as the Board may require.
- (3) For the purposes of section 20(4)(b) of the Act, the type of limited liability partnership which may apply for a licence is one where its partners are either —
- (a) registered architects or allied professionals who each has in force a practising certificate;
 - (b) corporations each of which has in force a licence issued under section 22(1) or (2) of the Land Surveyors Act (Cap. 156) or section 20(1) or (2) of the Professional Engineers Act (Cap. 253); or
 - (c) limited liability partnerships each of which has in force a licence issued under section 20(4) of the Act or section 20(4) of the Professional Engineers Act.
- (4) An application for a licence by a limited liability partnership shall be accompanied by —
- (a) a certified true copy of the statement lodged by the partners of the limited liability partnership with the Registrar of Limited

Liability Partnerships under section 15(1) of the Limited Liability Partnerships Act 2005 (Act 5 of 2005);

- (b) a certified true copy of the resolution passed by the partners of the limited liability partnership under section 20 (4) (d) (ii) of the Act;
- (c) a declaration by the partner having control and management of the business of the limited liability partnership that in his opinion the limited liability partnership appears to be able to pay its debts as they become due in the normal course of business as at the date of the application; and
- (d) a list of the partners of the limited liability partnership containing particulars as to whether they are registered architects, allied professionals, licensed corporations or licensed limited liability partnerships, and such other particulars as the Board may require.

(5) The Board may require an applicant for a licence to furnish a statutory declaration to support any facts or particulars contained in his application or such other evidence or particulars as the Board considers necessary to determine whether to issue a licence.

Practice names

18A.—(1) No registered architect shall supply any architectural services in Singapore under any practice name unless that practice name has been approved by the Board.

(2) An application for the Board's approval of a practice name shall be made in such form and manner as the Board may require.

(3) The Board may refuse to approve a practice name if, in its opinion, that practice name is so similar to another existing approved practice name as to be likely to cause confusion to the public.

(4) In this rule, "practice name" means the name of the proprietorship, partnership of wholly registered architects, limited liability partnership or corporation under which a registered architect supplies or intends to supply architectural services in Singapore.

Form of licence

19. A licence to supply architectural services in Singapore shall be in the Form 7 set out in the First Schedule.

Validity of licence

20. Each licence shall be valid for a period of 12 months from the date of its issue.

Appeals

21. An appeal against any decision of the Board to refuse to issue a licence or to impose any condition on a licence under section 20(4) or 21(4) of the Act, respectively, shall —

- (a) be made not more than 30 days after the decision of the Board has been notified to the appellant;
- (b) be addressed to the Permanent Secretary, Ministry of National Development;
- (c) set out the grounds of appeal; and
- (d) be accompanied by a copy of the following documents:
 - (i) the decision of the Board and the reasons therefor;
 - (ii) the application for the licence and all documents accompanying that application; and
 - (iii) any other correspondence between the Board and the appellant in relation to the refusal to issue the licence or the conditions of the licence, as the case may be.

PART IV**REGISTERS****Form of registers**

22.—(1) The register of architects shall be in the Form 1 set out in the Second Schedule.

(2) The register of practitioners shall be in the Form 2 set out in the Second Schedule.

(3) The register of licensees shall be in the Form 3 set out in the Second Schedule.

Register of architects

23.—(1) The first entries to be made in the register of architects shall be the names of those persons who immediately before 30th August 1991 is registered under the provisions of the repealed Act; and their names and particulars shall be entered in the order in which they appear in the register kept under section 6 of the repealed Act.

(2) All other entries shall be made by the Registrar in the order in which the directions to make the entries are given by the Board.

(3) Any direction of the Board shall be sufficient if it is in writing signed by the President of the Board and is given pursuant to a resolution of the Board.

Index

24.—(1) Any alphabetical index of the names of persons entered in the register of architects, register of practitioners or register of licensees shall be deemed to be a part of the register to which the index relates.

PART V

MISCELLANEOUS PROVISIONS RELATING TO REGISTRATION, CERTIFICATES AND LICENCES

Duplicate certificate or licence

25.—(1) If a certificate of registration, practising certificate or licence has been lost, destroyed or defaced or becomes obliterated so that any particulars in such certificate or licence is illegible, the holder thereof shall forthwith notify the Registrar.

(2) Subject to paragraphs (3) and (4), the Registrar shall, on payment of the appropriate fee specified in the Third Schedule and if satisfied that a certificate of registration, practising certificate or licence, as the case may be, has been lost, destroyed or defaced or become obliterated, issue a duplicate of such certificate or licence, as

the case may be, to the holder of the original thereof, and the duplicate certificate or licence shall have the same effect as the original.

(3) In the case of a certificate of registration, practising certificate or licence that has been defaced or become obliterated, no duplicate of such certificate or licence shall be issued unless the original certificate or licence is returned to the Registrar.

(4) In the case of a certificate of registration, practising certificate or licence that has been lost or destroyed, no duplicate of such certificate or licence shall be issued unless the holder thereof makes a statutory declaration of the loss or destruction and furnishes it to the Registrar.

(5) Where any original certificate of registration, practising certificate or licence is found after any duplicate thereof is issued under this rule, the holder of the certificate or licence shall immediately return the duplicate certificate or licence to the Registrar for cancellation.

Return of certificates, etc.

26. Any certificate of registration, practising certificate or licence or any duplicate thereof shall remain the property of the Board and shall be returned to the Board when the holder thereof ceases to be registered or licensed under the Act, as the case may be.

Change of address

27. Every registered architect shall, within two weeks of any change in his address as is specified in the register of architects, notify the Registrar in writing of such change.

PART VI

DISCIPLINARY PROCEDURE

Proceedings of Investigation Committee

28.—(1) An Investigation Committee may meet for the purposes of its investigation and adjourn or otherwise regulate the conduct of its investigation as the members may think fit.

(2) The chairman of an Investigation Committee may at any time summon a meeting of the Investigation Committee.

(3) The quorum for a meeting of the Investigation Committee shall be constituted by the chairman of the Investigation Committee and all its members.

(4) Any question arising at a meeting of the Investigation Committee shall be determined by a majority of votes and, in the case of an equality of votes, the chairman shall have a casting vote.

Service of complaint, etc.

29. Where an Investigation Committee is of the opinion that a registered architect should be called upon to answer any allegation made against him, the Investigation Committee shall serve on him —

- (a) copies of any complaint made against him under section 28 of the Act and any statutory declaration or affidavit that has been made in support of the complaint; or
- (b) any information concerning any improper or dishonourable act of conduct against him and any statutory declaration or any affidavit that has been made in support of the information,

and a notice inviting him, within such period (not being less than 21 days) as may be specified in the notice, to give to the Investigation Committee any written explanation he may wish to offer.

Confidentiality of information

30. All information, including any book, document, paper or other record used by an Investigation Committee in the course of its deliberations shall be confidential and shall not be disclosed to any person unless the Investigation Committee or the Board decides otherwise.

Proceedings of Disciplinary Committee

31.—(1) A disciplinary Committee shall meet from time to time at such place as the chairman of the Disciplinary Committee may determine to formally inquire into any matter referred to it by the Board.

(2) The quorum for a meeting of the Disciplinary Committee shall be constituted by the chairman of the Disciplinary Committee and all its members.

(3) All members of a Disciplinary Committee present at any meeting thereof shall vote on any question arising at the meeting and such question shall be determined by a majority of votes and, in the case of an equality of votes, the chairman shall have a casting vote.

(4) The proceedings before a Disciplinary Committee shall be held in camera.

Attendance by registered architect

32.—(1) The registered architect concerned may appear in person or be represented by counsel at the formal inquiry before the Disciplinary Committee.

(2) Where neither the registered architect nor his counsel is present, the Disciplinary Committee may proceed with the formal inquiry if the Disciplinary Committee is satisfied that section 31E of the Act has been complied with.

Hearing before disciplinary Committee

33.—(1) At any formal inquiry before a Disciplinary Committee, the registered architect under inquiry or his counsel shall be permitted to —

- (a) cross-examine any witness testifying against him;
- (b) give evidence on his own behalf;
- (c) call such witnesses as the registered architect under inquiry may wish to testify for him or on his behalf; and
- (d) have access to information contained in any document at a reasonable time before such document is tendered in evidence.

(2) If the Disciplinary Committee is satisfied that any person concerned in the proceedings is hampering or attempting to hamper the progress of the formal inquiry —

- (a) the Disciplinary Committee shall administer a warning to the person; and
- (b) if after such warning the Disciplinary Committee is satisfied that the person is acting in disregard of the warning, the Disciplinary Committee shall make an entry in the record to that effect and shall proceed to complete the formal inquiry in such a manner as it thinks fit.

Record of proceedings

34.—(1) The chairman of the Disciplinary Committee shall record or cause to be recorded the proceedings of the Disciplinary Committee by such means and in such form as the Disciplinary Committee may decide.

(2) The record of the proceedings of the Disciplinary Committee shall consist of —

- (a) the information obtained by the Disciplinary Committee; and
- (b) a report made by the Disciplinary Committee.

(3) A record of proceedings shall be signed by the chairman and other members of the Disciplinary Committee.

(4) No person is entitled, as of right, to a copy of the record of proceedings of any Disciplinary Committee.

FIRST SCHEDULE

FORM 1

Rule 2

ARCHITECTS ACT (CHAPTER 12)

ARCHITECTS RULES

APPLICATION FOR REGISTRATION

To: The Registrar

Board of Architects

5 Maxwell Road

1st Storey Tower Block

Paste a recent
passport size
photograph of
applicant

FIRST SCHEDULE — *continued*

Singapore 069110

I hereby apply for my name to be entered in the Register of Architects and submit the following particulars in support of my application:

A PERSONAL PARTICULARS

(To be completed by Applicant in Block Letters)

Full Name: _____

(Underline Surname)

*Mr/Mrs/Ms/Madam/Dr/Prof :

Home Address: _____

Telephone Number : _____ (Home) _____ (HP)

Email Address : _____

*NRIC/Passport No. : _____ Nationality : _____

Date of Birth : _____ Place of Birth : _____

Sex : Male Female Race : Chinese Indian Malay Others _____
(Please specify)Marital Status : Single Married Residential Status : Not applicable Permanent Resident Professional Visit Pass Mailing Address : Home Office

* Delete whichever is not applicable.

 Tick appropriate boxes

B OFFICE PARTICULARS

Office Name : _____

Office Address : _____

_____Office Telephone : _____ Office Fax : _____

C PRACTICAL EXPERIENCE

I seek registration by reason of having the practical experience referred to in section 15(2)*(a)/(b)/(c) of the Architects Act (Cap. 12).

FIRST SCHEDULE — *continued*

My practical experience in architectural work has been as follows:

(Give full particulars, including the names of employers, positions held and dates when employed by each employer)

D ARCHITECTURAL QUALIFICATIONS

Year	Qualification
_____	_____
_____	_____

(Please attach a copy of the above qualification and bring along the original certificate)

Full name and address of the university, college or educational institution which conferred the above degree, diploma or other architectural qualification.

* Delete whichever is not applicable.

E CHARACTER REFERENCE

For evidence that I am of good character and reputation, reference may be made to the following persons, not being my immediate relations:

i) Name: _____

Address _____

Occupation or Profession: _____	Period of acquaintance: _____
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ii) Name: _____

Address _____

Occupation or Profession: _____	Period of acquaintance: _____
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F I attach my *cash/cheque/bank draft for S\$350/- made payable to the "Board of Architects" being payment of:

+(a)	S\$200.00
the registration fee	
(b)	<u>S\$150.00</u>
the fee for the certificate of registration	
	<u><u>S\$350.00</u></u>

+ The registration fee shall not be refundable if the application is unsuccessful.

FIRST SCHEDULE — *continued*

* Delete whichever is not applicable.

G DECLARATION

I, the undersigned, hereby declare that all the foregoing statements are true in every respect.

Signature of Applicant

Date

Note : Applicant is reminded that it is an offence to make any false or fraudulent representation or declaration, either verbally or in writing in connection with this application.

RESULT OF THE APPLICATION

This space is not to be filled by the applicant.

The application was considered at a meeting of the Board of Architects held at the office of _____
__ on the _____ day of _____ of the year _____ at which meeting the following
members were present:

President : _____

Member : _____

Registrar : _____

The application was Approved/Disapproved/Deferred.

Endorsed by :

President : _____

Registrar : _____

FOR OFFICIAL USE ONLY

Date received: _____

Registration fee received: _____

Receipt No.: _____

Sent on: _____

Registration No.: _____

Entered in Register: _____

FIRST SCHEDULE — *continued*

FORM 2

*Rule 9(2)*ARCHITECTS ACT
(CHAPTER 12)ARCHITECTS ACT
(CHAPTER 12)
ARCHITECTS RULES
CERTIFICATE OF REGISTRATION

This is to certify that _____, having complied with the requirements of section 15 of the Architects Act, was on _____ registered as an architect under the Architects Act.

Dated this _____ day of _____ 19 _____

REGISTRAR,
Board of Architects,
Singapore.

Registration No. _____

FORM 3

*Rule 10*ARCHITECTS ACT
(CHAPTER 12)ARCHITECTS ACT
(CHAPTER 12)
ARCHITECTS RULES

To: The Registrar
Board of Architects
Singapore

I, _____, apply under section 28 (3) of the Architects Act to have my name removed from the Register of Architects with effect from _____. My affidavit for this application is attached.

2. There is no disciplinary action pending against me nor is my conduct the subject of inquiry or investigation by any Investigation Committee.

3. I return the following certificates for cancellation:

(a) Certificate of Registration No. _____; and

(b) Practising Certificate No. _____ (if any).

4. I hereby declare that the statements made in this form are true and correct.

Date

Signature of Applicant

FIRST SCHEDULE — *continued*

FORM 4

Rule 11

ARCHITECTS ACT
(CHAPTER 12)

ARCHITECTS RULES

APPLICATION FOR PRACTISING CERTIFICATE (____)

I, _____ of _____, apply to the Board of Architects for the issue to me of a practising certificate authorising me to engage in the practice of architecture in Singapore during the year ending on 31st December _____.

1. I was registered as an architect under the Architects Act on _____ and my registration has not been cancelled. My name is still on the Register of Architects.

*2. I *am practising/intend to practise under *the firm name of _____ /alone on my own account/in partnership.

*2. I am *employed by/about to be employed by/a director of _____ in Singapore.

3. During the abovementioned period, the principal address and other addresses (if any) at which I will practise in Singapore are —

Principal address

Name of Principal Practice

Other address

Name of Principal Practice (if any)

4. I am neither an undischarged bankrupt nor do I have a receiving order in bankruptcy in force against me.

5. I enclose the fee of *S\$250/\$300 (inclusive of the late application fee of S\$50) (*Cash/Cheque No. _____ /Bank draft No. _____ made payable to the “Board of Architects”).

Dated this _____ day of _____ 20__

Signature of Applicant

*Delete whichever is not applicable.

FOR OFFICIAL USE ONLY

FIRST SCHEDULE — *continued*

Name of *corporation/
partnership/Limited
Liability Partnership/
Limited Partnership _____

Principal place of
business _____

Other places of business _____

PART I

(To be deleted if the applicant is a partnership/Limited Liability Partnership/
Limited Partnership)

1. Board of Directors

<u>Name and Address</u>	<u>Occupation</u>	<u>**Certificate of Registration No.</u>
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2. Share capital and shares

	<u>Ordinary</u>	<u>Reference</u>	<u>Others</u>
Authorised share capital :			
Issued share capital :			
Paid-up share capital :			
Nominal value per share :			

3. List of shareholders/members

<u>Name and Address</u>	<u>Occupation</u>	<u>**Certificate of Registration No. (if any)</u>	<u>Number and class of shares owned</u>
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FIRST SCHEDULE — *continued*

4. List of services proposed to be offered by applicant

5. Information about corporation
 - (i) No. of registered architects employed :
 - (ii) No. of sub-professional staff :
 - (iii) No. of clerical staff :
 - (iv) Others :

6. Particulars of Supervising Director

Name :

Practising Certificate No. :

Residential address :

No. and class of shares owned :

7. Particulars of Insurance

Name and Address of Insurer :

Limit of Indemnity :

Scope of Indemnity :

Term of Policy :

8. Registered address of corporation

9. A fee of S\$1,000/- is enclosed. (Cheque to be made payable to the “Board of Architects”)
(Note: Fees paid are non-refundable.)

FIRST SCHEDULE — *continued*

10. The Statutory Declaration form, signed by the Supervising Director, in support of the facts and particulars contained in this application is attached.
11. Certified true copies of the following documents are attached to this application:
- (a) Memorandum and Articles of Association
 - (b) Professional Liability Insurance Policy
 - (c) Certificate of incorporation
 - (d) Latest original Business Profile print-out from the Accounting and Corporate Regulatory Authority (ACRA).

Signatures of all directors

Date : _____

PART II

(to be deleted if applicant is a corporation)

1. Partners

<u>Name and Address</u>	<u>Occupation</u>	<u>**Certificate of Registration No.</u>	<u>**Practising Certificate No.</u>
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2. Particulars of Supervising Partner

Name :

Practising Certificate No. :

Residential address :

3. General nature of business

FIRST SCHEDULE — continued

4. A fee of S\$1,000/- is enclosed. (Cheque to be made payable to the “Board of Architects”)

(Note: Fees paid are non-refundable.)

5. The Statutory Declaration form, signed by the Supervising Partner, in support of the facts and particulars contained in this application is attached.

6. Certified true copies of the following documents are attached to this application:

(a) Agreement establishing the partnership

(b) Professional Liability Insurance Policy

(c) Certificate of incorporation

(d) Latest original Business Profile print-out from the Accounting and Corporate Regulatory Authority (ACRA).

Signature of all partners

Date : _____

*Delete where inapplicable.

**To specify whether certificate is issued under the Architects Act (Cap. 12), the Professional Engineers Act (Cap. 253) or the Land Surveyors Act (Cap. 156).

FOR OFFICIAL USE ONLY

Fee Received _____

Receipt No. _____

Application was (Approved/Not Approved) on _____

Licence No. _____

FIRST SCHEDULE — *continued*

FORM 7

Rule 19

ARCHITECTS ACT
(CHAPTER 12)

ARCHITECTS ACT
(CHAPTER 12)

ARCHITECTS RULES

LICENCE TO SUPPLY ARCHITECTURAL SERVICES

_____, having its principal place of business at _____, is issued a licence to supply architectural services in Singapore subject to the following conditions:

1. The licensee shall supply architectural services in Singapore under the control and management of a registered architect ordinarily resident in Singapore who has in force a practising certificate and who —

- (a) where the licensee is a partnership, is a partner thereof;
- (b) where the licensee is a corporation which has a share capital, is a director thereof and a registered owner of at least one share of the corporation; or
- (c) where the licensee is a corporation without any share capital, is a director and member thereof.

“2. The licensee shall supply architectural services in Singapore if and only if the licensee is insured in respect of professional liability in accordance with the Architects Act and the rules made thereunder.

S 139/95, wef 1.4.95

3. _____

4. _____

FIRST SCHEDULE — *continued*

This licence shall be valid for _____ from the date of issue and shall expire on _____ 19_____.

Dated this _____ day of _____ 19_____.

Registrar
Board of Architects,
Singapore.

*Delete if the licensee is an unlimited corporation or partnership.

**Delete whichever is inapplicable.

SECOND SCHEDULE

Rule 22(1)

FORM 1

REGISTER OF ARCHITECTS KEPT UNDER SECTION 8 (A) OF THE ACT

Registration Number	File No.	Date of Registration	Full name and Address	Qualifications and Year Awarded	Section Registered	Signature of Registrar

FORM 2

REGISTER OF PRACTITIONERS FOR THE YEAR _____ KEPT UNDER SECTION 8 (B) OF THE ACT

Rule 22(2)

Registration Number	Full Name	Practising Certificate Number	Date of Issue	Name and Address of Places of Practice	Remarks

SECOND SCHEDULE — *continued*

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FORM 3

REGISTER OF LICENSEES
KEPT UNDER SECTION 8 (C) OF THE ACT

Rule 22(3)

Licence Number	Name of Business	Registered Address of Corporation/Address of Partnership	Date of Issue	Names of Directors or Partners	Name of Supervising Director or Partner	Remarks

THIRD SCHEDULE

Rules 3B(1)(d), 7, 9(1), 12, 13(1) and 25(2)

FEEES

First column

Second column

- | | |
|--|---------|
| 1. Application to sit for the Law and the Architect Examination, Professional Practice Examination and the Oral Interview Examination (rule 3A(1)) | \$600 |
| 2. Application to undergo the Professional Practice Interview Examination (rule 3A(2)) | \$1,500 |
| 3. Application to undergo the Professional Interview (rule 3A(3)) | \$2,500 |

THIRD SCHEDULE — *continued*

4. For an application for registration (rule 7)	\$200
5. For an application for a certificate of registration (rule 9(1))	\$150
6. For an application for a practising certificate (rule 12)	\$250
7. For a late application for a practising certificate (rule 13)	\$50
8. For an application for a licence (rule 17)	\$1,000
9. For an application for a duplicate certificate or licence (rule 25(2))	\$50.

S 761/2005]

LEGISLATIVE HISTORY
ARCHITECTS RULES
(CHAPTER 12, R 1)

This Legislative History is provided for the convenience of users of the Architects Rules. It is not part of these Rules.

1. G. N. No. S 376/1991 — Architects Rules 1991

Date of commencement : Date not available

2. 1990 Revised Edition — Architects Rules

Date of operation : 25 March 1992

3. G. N. No. S 139/1995

Date of commencement : Date not available

4. G. N. No. S 394/2000 — Architects (Amendment) Rules 2000

Date of commencement : 1 September 2000

5. G. N. No. S 668/2003 — Architects (Amendment) Rules 2003

Date of commencement : 1 January 2004

6. G. N. No. S 761/2005 — Architects (Amendment) Rules 2005

Date of commencement : 1 December 2005

7. 1990 Revised Edition — Architects Rules 1990

Date of operation : 31 December 9999

8. G.N. No. S 668/2012 — Architects (Amendment) Rules 2012

Date of commencement : 1 January 2013