

ARCHITECTS ACT  
(CHAPTER 12, SECTION 36)

ARCHITECTS RULES

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[30th August 1991]

### Citation

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

## PART I

### REGISTRATION

#### Application for registration

2.—(1) An application for registration under section 15(1) of the Act made by a person who satisfies the Board as to the criteria mentioned in section 15(2) of the Act must be —

(a) made to the Board in the form set out at the Internet website of the Board at [http://www.boa.gov.sg/forms/form\\_1\\_application\\_for\\_registration.pdf](http://www.boa.gov.sg/forms/form_1_application_for_registration.pdf); and

(b) accompanied by —

- (i) the appropriate fee specified in the Schedule;
- (ii) a copy of the identity card under the National Registration Act (Cap. 201), passport or other similar official document of identity relating to the person; and
- (iii) a copy of the qualification by which the person claims to be entitled to such registration.

(2) An application for registration under section 15(2A) of the Act made by a foreign architect seeking to engage in the practice of architecture in Singapore independently must be —

(a) made to the Board in the form set out at the Internet website of the Board at <http://www.boa.gov.sg>.

sg/forms/APEC\_architect\_registration\_form\_foreign.pdf;  
and

(b) accompanied by —

- (i) the appropriate fee specified in the Schedule;
- (ii) a copy of the identity card under the National Registration Act, passport or other similar official document of identity relating to the foreign architect;
- (iii) a copy of any degree, diploma or other qualification obtained by the foreign architect that relates to the practice of architecture;
- (iv) any document showing the type of training in architecture received by the foreign architect;
- (v) a document showing that the foreign architect is authorised to practise as an architect, issued by the foreign registration authority of a participating jurisdiction in which the foreign architect is so authorised to practise;
- (vi) any other document required under the terms of any arrangement mentioned in section 6A(2) of the Act;
- (vii) any other document that the Board considers to be relevant in assessing the particular application; and
- (viii) a declaration containing such relevant information as the Board may require which relates to the foreign architect or the architectural services to be supplied by the foreign architect in Singapore.

(3) An application for registration under section 15(2A) of the Act made by a foreign architect not seeking to engage in the practice of architecture in Singapore independently must be —

- (a) made to the Board in the form set out at the Internet website of the Board at [http://www.boa.gov.sg/forms/ASEAN\\_Architect\\_Registration\\_Form\\_foreign.pdf](http://www.boa.gov.sg/forms/ASEAN_Architect_Registration_Form_foreign.pdf); and

(b) accompanied by —

- (i) the appropriate fee specified in the Schedule;
- (ii) a copy of the identity card under the National Registration Act, passport or other similar official document of identity relating to the foreign architect;
- (iii) a copy of any degree, diploma or other qualification obtained by the foreign architect that relates to the practice of architecture;
- (iv) any document showing the type of training in architecture received by the foreign architect;
- (v) a document showing that the foreign architect is authorised to practise as an architect, issued by the foreign registration authority of a participating jurisdiction in which the foreign architect is so authorised to practise;
- (vi) any other document required under the terms of any arrangement mentioned in section 6A(2) of the Act;
- (vii) any other document that the Board considers to be relevant in assessing the particular application; and
- (viii) a declaration containing such relevant information as the Board may require which relates to the foreign architect or the architectural services to be supplied by the foreign architect in Singapore.

(4) An application for registration under section 15(1)(c) of the Act made by a foreign architect to whom the Architects (Exemption from Experience Requirements) Order 2017 (G.N. No. S 567/2017) applies must be —

- (a) made to the Board in the form set out at the Internet website of the Board at [http://www.boa.gov.sg/forms/form\\_collaboration.pdf](http://www.boa.gov.sg/forms/form_collaboration.pdf); and
- (b) accompanied by —
  - (i) the appropriate fee specified in the Schedule;

- (ii) a copy of the identity card under the National Registration Act, passport or other similar official document of identity relating to the foreign architect;
- (iii) a copy of any degree, diploma or other qualification obtained by the foreign architect that relates to the practice of architecture;
- (iv) any document showing the type of training in architecture received by the foreign architect;
- (v) any other document that the Board considers to be relevant in assessing the application; and
- (vi) a declaration containing such relevant information as the Board may require which relates to the foreign architect or the architectural services to be supplied by the foreign architect in Singapore.

(5) Any document produced under paragraph (1), (2), (3) or (4) that is not in English must be accompanied by a certified translation of that document.

(6) Any fee mentioned in paragraph (1), (2), (3) or (4) is non-refundable.

(7) For the purposes of these Rules, a person engages in the practice of architecture in Singapore independently if the person supplies, or offers to supply, architectural services in Singapore without collaborating with a registered architect who has in force a practising certificate.

*[S 565/2017 wef 06/10/2017]*

### **Prescribed examination for purposes of section 15(1)(c) of Act**

3.—(1) The prescribed examination for the purposes of section 15(1)(c) of the Act is the Confirmatory Examination, being an oral examination to test the applicant's knowledge in architecture and ability to produce creative and innovative architectural designs.

(2) Any person who sits for the Confirmatory Examination must pay the appropriate fee specified in the Schedule.

*[S 565/2017 wef 06/10/2017]*

**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)(iii) 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.

[S 565/2017 wef 06/10/2017]

(4) [*Deleted by S 565/2017 wef 06/10/2017*]

### **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 for that examination specified in the Schedule.

*[S 565/2017 wef 06/10/2017]*

(1A) A person may apply to sit for any of the examinations mentioned in rule 3A(1), (2) or (3) if, and only if, the person has, before the date of the application, obtained the practical experience in architectural work specified in section 15(2)(a)(i), (b)(i) or (c)(i) of the Act, as the case may be.

*[S 565/2017 wef 06/10/2017]*

(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.

*[S 761/2005 wef 01/12/2005]*

### **Approved examination for purposes of section 15(2A) of Act**

**3C.**—(1) The examinations approved by the Board for the purposes of section 15(2A) of the Act in relation to a foreign architect mentioned in that section who is seeking to engage in the practice of architecture in Singapore independently are the Domain Specific Process Written Test and the Domain Specific Process Interview, in which the foreign architect will be tested on —

- (a) technical issues on architecture;

- (b) the legal and practice issues relating to the practice of architecture in Singapore; and
- (c) issues relating to the professional responsibility, accountability and liability of architects in Singapore.

(2) An application to sit for the Domain Specific Process Written Test, or the Domain Specific Process Interview, or both, must be made in such form as the Board may require and be accompanied by the appropriate fee specified in the Schedule.

(3) The Board may, in its discretion, refund any fee or part of the fee paid by that person for an examination or interview if the person is unable to sit for that examination or attend that interview.

*[S 565/2017 wef 06/10/2017]*

### **Committee of examiners**

**3D.** The Board must —

- (a) appoint a Committee of Examiners to conduct the examinations mentioned in rules 3(1), 3A(1), (2) and (3) and 3C(1);
- (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.

*[S 565/2017 wef 06/10/2017]*

### **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.

*[S 761/2005 wef 01/12/2005]*

7. *[Deleted by S 565/2017 wef 06/10/2017]*

### **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.

### **Certificate of registration**

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

(2) The certificate of registration must be in the form set out at the Internet website of the Board at [http://www.boa.gov.sg/forms/registration\\_certificate.pdf](http://www.boa.gov.sg/forms/registration_certificate.pdf).

*[S 565/2017 wef 06/10/2017]*

### **Application for and renewal of recognition for purposes of mutual recognition arrangements**

**10.—**(1) An application to be recognised under section 15A(1) of the Act must be —

(a) made in writing to the Board in the form set out at the Internet website of the Board at [http://www.boa.gov.sg/forms/ASEAN\\_Architect\\_Registration\\_Form\\_SG.pdf](http://www.boa.gov.sg/forms/ASEAN_Architect_Registration_Form_SG.pdf); and

(b) accompanied by —

(i) the appropriate fee specified in the Schedule;

(ii) a copy of the identity card under the National Registration Act (Cap. 201), passport or other similar official document of identity relating to the applicant; and

(iii) any other information, statement or document as the Board may require.

(2) An application for the renewal of such recognition must be —

(a) made in writing to the Board in the form set out at the Internet website of the Board at

[http://www.boa.gov.sg/forms/APEC\\_Architect\\_Registration\\_Form\\_SG.pdf](http://www.boa.gov.sg/forms/APEC_Architect_Registration_Form_SG.pdf);  
and

- (b) accompanied by the appropriate fee specified in the Schedule.
- (3) Any fee mentioned in paragraph (1)(b)(i) or (2)(b) is non-refundable.

*[S 565/2017 wef 06/10/2017]*

## 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*]

### **Application for practising certificate**

**11.** An application for a practising certificate or to amend any particulars in a practising certificate must be —

- (a) made in writing to the Board in the form set out at the Internet website of the Board at [http://www.boa.gov.sg/forms/Practising\\_Certificate\\_form.pdf](http://www.boa.gov.sg/forms/Practising_Certificate_form.pdf); and
- (b) be accompanied by the appropriate fee specified in the Schedule.

*[S 565/2017 wef 06/10/2017]*

**12.** [*Deleted by S 565/2017 wef 06/10/2017*]

### **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 Schedule must accompany and be payable in respect of that application, and such late application fee shall not be refundable.

*[S 761/2005 wef 01/12/2005]*

*[S 565/2017 wef 06/10/2017]*

(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.

(4A) Where a registered architect has made an application for a practising certificate which is to commence on a particular date, and the registered architect has not held a practising certificate for a continuous period of 3 years or more immediately preceding that date, he must satisfy the condition mentioned in paragraph (4B).

*[S 565/2017 wef 06/10/2017]*

(4B) The condition is that the registered architect must obtain the requisite continuing professional development points which is double the number of continuing professional development points the registered architect has to obtain under the age group mentioned in paragraph (2), (3) or (4), as the case may be.

*[S 565/2017 wef 06/10/2017]*

(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), (4) and (4A), 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.

*[S 565/2017 wef 06/10/2017]*

### **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 must be in the form set out at the Internet website of the Board at [http://www.boa.gov.sg/forms/Practising\\_Certificate.pdf](http://www.boa.gov.sg/forms/Practising_Certificate.pdf).

*[S 565/2017 wef 06/10/2017]*

**PART III****LICENCES, REGISTER OF LICENSEES AND NAMES OF PRACTICES****Application for licence to supply architectural services**

**16.** An application for a licence to supply architectural services must be —

- (a) made in writing to the Board in the form set out at the Internet website of the Board at [http://www.boa.gov.sg/forms/form\\_6\\_application\\_for\\_a\\_licence.pdf](http://www.boa.gov.sg/forms/form_6_application_for_a_licence.pdf); and
- (b) made not less than one month before the expiry of any previous licence issued to the applicant.

*[S 565/2017 wef 06/10/2017]*

**Fee**

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

*[S 761/2005 wef 01/12/2005]*

*[S 565/2017 wef 06/10/2017]*

**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;

*[S 668/2004 wef 01/01/2004]*

- (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

*[S 668/2004 wef 01/01/2004]*

- (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.

*[S 761/2005 wef 01/12/2005]*

(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.

*[S 761/2005 wef 01/12/2005]*

(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.

*[S 761/2005 wef 01/12/2005]*

### **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 approval of a practice name or for a change of a practice name or practice status must be —

- (a) made in writing to the Board in the form set out at the Internet website of the Board at

[http://www.boa.gov.sg/forms/approval\\_of\\_firm\\_s\\_name.pdf](http://www.boa.gov.sg/forms/approval_of_firm_s_name.pdf); and

- (b) accompanied by the appropriate fee specified in the Schedule.

*[S 565/2017 wef 06/10/2017]*

(3) The Board may refuse to approve a practice name or a change of 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.

*[S 565/2017 wef 06/10/2017]*

(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.

*[S 761/2005 wef 01/12/2005]*

### **Form of licence**

**19.** A licence to supply architectural services in Singapore must be in the form set out at the Internet website of the Board at <http://www.boa.gov.sg/forms/licence.pdf>.

*[S 565/2017 wef 06/10/2017]*

### **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 and extract of registers**

**22.**—(1) The registers mentioned in section 8(1) of the Act are to be kept and maintained in the form set out at the Internet website of the Board at <http://www.boa.gov.sg/registers.pdf>.

(2) For the purposes of section 8(2) of the Act, the prescribed fee is the appropriate fee specified in the Schedule.

*[S 565/2017 wef 06/10/2017]*

### **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.** Any alphabetical index of the names of persons entered in a register kept and maintained under section 8(1) of the Act is deemed to be a part of the register to which the index relates.

*[S 565/2017 wef 06/10/2017]*

**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 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.

*[S 761/2005 wef 01/12/2005]*

*[S 565/2017 wef 06/10/2017]*

(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.

### **Signed document to include architect registration number**

**27A.** A registered architect who signs and submits to any of the architect's clients, or to a building authority or a public authority, any report, certificate or other document relating to the construction, enlargement or alteration of any building or part of the building which is required by law to be signed by an architect, must include the architect's registration number as it appears in the architect's certificate of registration.

*[S 565/2017 wef 06/10/2017]*

## **PART VI**

### **DISCIPLINARY PROCEDURE**

*[S 761/2005 wef 01/12/2005]*

### **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 private.

*[S 526/2022 wef 01/07/2022]*

### **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

*[Deleted by S 565/2017 wef 06/10/2017]*

### SECOND SCHEDULE

*[Deleted by S 565/2017 wef 06/10/2017]*

## THIRD SCHEDULE

[Deleted by S 565/2017 wef 06/10/2017]

## THE SCHEDULE

Rules 2(1)(b)(i), (2)(b)(i), (3)(b)(i) and  
 (4)(b)(i), 3(2), 3B(1)(d), 3C(2), 9(1),  
 10(1)(b)(i) and (2)(b), 11(b), 13(1),  
 18A(2)(b), 22(2) and 25(2)

## FEES

- |   |         |
|---|---------|
| 1. Application for registration under section 15(1) of the Act by a person who satisfies the Board as to the criteria mentioned in section 15(2) of the Act (rule 2(1))                                       | \$200   |
| 2. Application for registration under section 15(2A) of the Act by a foreign architect seeking to engage in the practice of architecture in Singapore independently (rule 2(2))                               | \$200   |
| 3. Application for registration under section 15(2A) of the Act by a foreign architect not seeking to engage in the practice of architecture in Singapore independently (rule 2(3))                           | \$500   |
| 4. Application for registration under section 15(1)(c) of the Act by a foreign architect to whom the Architects (Exemption from Experience Requirements) Order 2017 (G.N. No. S 567/2017) applies (rule 2(4)) | \$500   |
| 5. Sitting for the Confirmatory Examination (rule 3(1))   | \$150   |
| 6. Application to sit for the Law and the Architect Examination, Professional Practice Examination and the Oral Interview Examination (rule 3A(1))  | \$600   |
| 7. Application to sit for the Professional Practice Interview Examination (rule 3A(2))  | \$1,500 |
| 8. Application to sit for the Professional Interview (rule 3A(3))   | \$2,500 |
| 9. Application to sit for the Domain Specific Process Written Test, or the Domain Specific Process Interview, or both (rule 3C(1))  | \$2,500 |

THE SCHEDULE — *continued*

10. Application for a certificate of registration for a registered architect (rule 9)	\$150
11. Application to be recognised under section 15A(1) of the Act (rule 10(1))	\$200
12. Application for renewal of recognition for the purposes of an arrangement mentioned in section 6A(2) of the Act with a foreign registration authority from any participating jurisdiction which does not allow a person recognised under section 15A(2) of the Act to engage in the practice of architecture in that participating jurisdiction independently (rule 10(2))	\$50
13. Application for renewal of recognition for the purposes of an arrangement mentioned in section 6A(2) of the Act with a foreign registration authority from any participating jurisdiction which allows a person recognised under section 15A(2) of the Act to engage in the practice of architecture in that participating jurisdiction independently (rule 10(2))	\$100
14. Application for a practising certificate (rule 11)	\$250
15. Application to amend any particulars in a practising certificate (rule 11)	\$20
16. Late application for a practising certificate (rule 13)	\$50
17. Application for a licence (rule 16)	\$1,000
18. Application for approval of practice name (rule 18A(2))	\$20
19. Application for a change of practice name or practice status (rule 18A(2))	\$50
20. Extract from the register (rule 22(2))	\$40 per page
21. Application for a duplicate certificate or licence (rule 25(2))	\$50.

[S 565/2017 wef 06/10/2017]

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

**9. G.N. No. S 565/2017 — Architects (Amendment) Rules 2017**

Date of commencement : 6 October 2017

**10. G.N. No. S 526/2022 — Architects (Amendment) Rules 2022**

Date of commencement : 1 July 2022