

Renewal Form for Registration as a Registered Landscape Architect

1. Please download the latest version of the application form from LARB's website.
2. Read the "Guidance Notes" available from LARB's website before filling in the form.
3. Complete the form clearly in type or hand-written block capitals.
4. Payment of Annual Registration Fee (\$800) should be submitted with the application.
5. Please refer to the end of the Form for payment and submission methods.

Section A Personal Details

RLA no.:

Surname:

Title - (Prof / Dr / Ir / Mr / Mrs / Ms*)

Other Names:

** Delete as appropriate*

Chinese Name (if applicable):

Residential Address (*must be supplied*) :

Tel. No.:

Email Address:

Office Name & Address (*must be supplied*) :

Tel. No.:

Email Address:

Section B1 Address to be listed in the Register

LARO requires address to be shown in the Register. Please indicate your choice by marking an "X" to either one box below. If no choice is provided or if the choice is not indicated clearly, your Residential Address will be listed in the Register.

<input type="checkbox"/>	Residential Address Above	OR	<input type="checkbox"/>	Office Address Above
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Section B2 Personal Details to be shown in LARB's website

Please leave empty if you do not wish to show any personal details in LARB's website.

Office's Name:	<input type="text"/>		
Post:	<input type="text"/>		
Tel. no.:	<input type="text"/>	Email Address:	<input type="text"/>

Section C Professional Qualifications

Proof of each current membership must be provided (except for HKILA Membership proof – LARB will check directly with HKILA). This may be either a current membership card, a receipt for the current year's subscription payment or a letter from an institute. Supporting documentation must be signed and marked as "Certified True Copy" by a RLA or a Member of the HKILA (not the applicant). Each signature must be accompanied by the signer's personal LARB stamp or HKILA stamp.

<u>Name of Institution/ Month/Year</u>	<u>Membership No./</u>	<u>Grade/</u>	<u>Current Membership (Month/ Year to</u>
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Please enter in each box the abbreviation of other professional qualifications you wish to be shown in the Register.

1.	<input type="text"/>	2.	<input type="text"/>
3.	<input type="text"/>	4.	<input type="text"/>

Section D Professional Working Experience

Provide details of experience gained during the past one year.

Period:	<input type="text"/>	Employer's Name:	<input type="text"/>
Post:	<input type="text"/>	Job Nature:	<input type="text"/>
Period:	<input type="text"/>	Employer's Name:	<input type="text"/>
Post:	<input type="text"/>	Job Nature:	<input type="text"/>
Period:	<input type="text"/>	Employer's Name:	<input type="text"/>
Post:	<input type="text"/>	Job Nature:	<input type="text"/>

Section E Declaration and Undertaking

Please mark an "X" on the appropriate box:

1. In accordance with LARO Section 12 (1), I declare the following:

- I still hold all requisite qualifications set out in LARO Section 12 by virtue of which I was originally registered;
- I am ordinarily resident in Hong Kong;
- I have not been the subject of an inquiry committee or a disciplinary order under the LARO since my last renewal;
- I am competent to practise as a Landscape Architect; and
- I am fit and proper to be registered as a Registered Landscape Architect.

☐ Yes ☐ No

2. In accordance with LARO Section 12 (2), I declare the following:

- I have not been convicted in Hong Kong or elsewhere of any offence which may bring the profession into disrepute since my last renewal; and
- I have not committed misconduct or neglect in a professional respect since my last renewal.

☐ the above statement is correct ☐ the above statement is not correct

3. I undertake that in the event of a change in any of the above particulars, I will make known the changes, within 28 days of their having occurred, in writing to the Landscape Architects Registration Board.

☐ Yes ☐ No

4. I consent my personal data that I have chosen to be listed in Sections B1 and B2 above to be made available for public inspection.

☐ Yes ☐ No

5. I consent to the personal data contained herein being used for the processing of my application for registration, and after assessment, to this information being part of my record of which will be used by the Landscape Architects Registration Board for all administrative purposes, as described in the Board's Declaration on Collection of Personal Data:

Landscape Architects Registration Board's Declaration on Collection of Personal Data

- The Board will use the personal data you provide for the processing of the Application Form and all matters related including the administration of the Board.
- The personal data provided by means of the Application Form may be disclosed and/or transferred to government bodies or other agencies for lawful purpose.
- You have voluntarily provided the information to the Board and you understand that failing to provide adequate or accurate information may delay or suspend the processing of the Application Form.
- You have a right of access and correction with respect to personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 to the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of your personal data provided in the Application Form.
- You, or any authorized person with a written statement, may request in writing to the Board Registrar for accessing and correcting the personal data provided in the Application Form.

☐ Yes ☐ No

6. I declare that all information provided in this application is true and correct to the best of my knowledge.

☐ Yes ☐ No

Submitted by:

Signature of Applicant

Date (DD/MM/YYYY)

FOR LANDSCAPE ARCHITECTS REGISTRATION BOARD USE ONLY

R.L.A. No. _____ Date last Registered or Renewed ____

Date Received _____ Cheque No. _____ Cheque Deposited (date) _____

Date Reviewed by Reg. Ctte. _____ Reg. Ctte. Decision

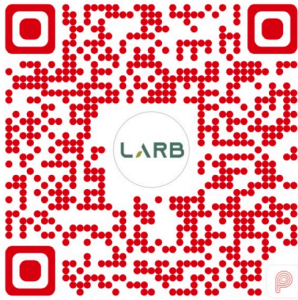
Date Reviewed by LARB _____ LARB Decision

Date of Advice sent to Applicant

Reason for Rejection

PAYMENT METHODS

1. Payme



Steps:

1. Scan the paycode
2. Confirm payment is made to 'LANDSCAPE ARCHITECTS REGISTRATION BOARD'
3. Enter the payment amount with your name and member no. in the remarks in the following format - [Name (RLA no.)]
4. Email the application form to secretariat@larb-hk.org, along with screen capture/record of the payment.

2. FPS

1. FPS transfer to the following account:

Payee: LANDSCAPE ARCHITECTS REGISTRATION BOARD
Bank name: The Hongkong and Shanghai Banking Corporation'
Bank code: 004
Bank account: 088-132519-838

2. Enter your name and member no. in the remarks in the following format - [Name (RLA no.)]
3. Email the application form to secretariat@larb-hk.org, along with screen capture/record of the payment.

3. Cheque

1. Cheque should be made payable to "Landscape Architects Registration Board".
2. The form, together with payment and accompanying supporting documentation, should be sent to:
- 3.

Landscape Architects Registration Board
P.O. Box 97511, Tsim Sha Tsui Post Office, Kowloon.
Attn : Registrar

For enquiry, please contact us at secretariat@larb-hk.org / 9886 6810 (Whatsapp Only)