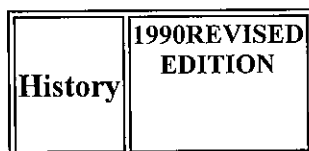


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ARCHITECTS ACT
(CHAPTER 12, SECTION 36)

ARCHITECTS RULES



[30th August 1991]

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ARCHITECTS ACT
(CHAPTER 12, SECTION 36)
ARCHITECTS RULES

[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.

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.

6. 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.

Fee for registration.

7. Every application for registration under the Act shall be accompanied by a fee of \$150 which shall be in the form of a bank draft or cheque made in favour of the Board 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 a fee of \$150, 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.

Application

10B. Rules 13A to 13D shall apply only to a registered architect who applies on or after 1st January 2004 for a practising certificate authorising him to engage in the practice of architecture after 31st December 2004.

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, a fee of \$200 which shall be in the form of a bank draft or cheque made in favour of the Board shall accompany and be payable in respect of an application for a practising certificate, 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 fee of \$50 in addition to the fee prescribed in rule 12 shall accompany and be payable in respect of that application, and such additional 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.

Transitional provision

13D. Where —

(a) a registered architect applies on or after 1st January 2004 for a practising certificate authorising him to engage in the practice of architecture in the year 2005; and

(b) he had, at any time during the period of 12 months immediately preceding 1st January 2004, successfully completed any activity, course or programme —

- (i) published on the Internet website of the Board before 1st January 2004; and
- (ii) identified therein as an activity, course or programme for which a registered architect will obtain a specified number of continuing professional development points (referred to in this rule as the earlier points) if he successfully completes it,

then the earlier points shall be treated as continuing professional development points obtained by the registered architect during the qualifying period for that application.

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

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 a fee of \$500 which shall be in the form of a bank draft or cheque made in favour of the Board, 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; 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.

Cap. 50.

(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) 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.

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****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 a fee of \$50 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.

FIRST SCHEDULE

FORM 1

Rule 2

**ARCHITECTS ACT
(CHAPTER 12)**

ARCHITECTS RULES

APPLICATION FOR REGISTRATION

**To: The Registrar
Board of Architects
Singapore**

I hereby apply for my name to be entered in the Register of Architects under the following particulars:

PERSONAL PARTICULARS

(To be completed by Applicant in Block B)

Full Name:

*Mr/Mrs/Miss/Madam/Dr/Prof _____ (Underline)

*Identity Card No./Passport No: _____

Home Address _____

Date of Birth			Place of Birth
Day	Mth	Year	

OFFICE PARTICULARSOffice Name _____

_____Office Address _____

Office Telephone No. _____

PRACTICAL EXPERIENCE

I seek registration by reason of having referred to in section 15(2)*(a)/(b)/(c) of

My practical experience in architectural
(Give full particulars, including the nature of work held and dates when employed by each employer)

ARCHITECTURAL QUALIFICATIONS

Year	Qualification
------	---------------

CHARACTER REFERENCE

For evidence that I am of good character and
be made to the following persons, not being

(i) Name _____

Address _____

Occupation or
Profession _____

(ii) Name _____

Address _____

Occupation or
Profession _____

I enclose herewith my *cheque/bank
payment of:

** (a) the registration fee

(b) the fee for the certificate of

****This fee shall not be refundable.**

RESULT OF THE APPLICATION

This space is not to be filled by the appli

The application was considered at a meeting held at the office of 19..... at which meeting the following memb

Mr

Mr

Mr

Mr

Mr

Mr

Mr

Mr

Mr

Mr

The application was approved/disapproved/de



FOR OFFICIAL USE ONLY

Date received:

FORM 2

Rule 9 (2)

**ARCHITECTS
(CHAPTER
ARCHITECTS I
CERTIFICATE OF RE**

**This is to certify that _____
requirements of section 15 of the Architect
registered as an architect under the Arc**

Dated this _____ day of _____

Registration No.

FORM 3

Rule 10

**ARCHITECTS ACT
(CHAPTER 11)**

ARCHITECTS RULES

To: The Registrar
Board of Architects
Singapore

I, _____,
Architects Act to have my name removed from
effect from _____. My affidavit

2. There is no disciplinary action pending against
subject of inquiry or investigation by any Investigating

3. I return the following certificates for cancellation:

(a) Certificate of Registration No. _____

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

4. I hereby declare that the statements made above are
correct.

Date

FORM 4

Rule 11

**ARCHITECTS RULES
(CHAPTER 12)****ARCHITECTS RULES****APPLICATION FOR PRACTISING**

I, (full name) _____
apply for the issue to me of a practising certificate
practice of architecture in Singapore during the year
19____.

1. I was registered as an architect under
_____ 19 ____ and my registration has
still on the Register of Architects.

*2. I *am practising/intend to practise
_____/alone on my own account/in

2. I am employed by/about to be
_____ in Singapore.

3. During the abovementioned period, the
addresses (if any) at which I will practise in Singapore

Principal address _____

Other addresses (1) _____

(2) _____

4. I am neither an undischarged bankrupt nor

FORM 5

*Rule 15***ARCHITECTS ACT
(CHAPTER 12)****ARCHITECTS RULES****PRACTISING CERTIFICATE**

having duly made application and satisfied the requirements of Rule 15, is hereby authorised to engage in the practice of architecture in Singapore for the year ending on 31st December 19____.

Principal place of practice _____

Other places of practice _____

Dated this _____ day of _____ 19____

Registration No. _____

Practising
Certificate No. _____

FORM 6

Rule 16

**ARCHITECTS ACT
(CHAPTER 12)**

ARCHITECTS RULES

APPLICATION FOR A LIC

Name of *corporation/partnership _____

Principal place of business _____

Other places of business _____

PART 1

(To be deleted if the applicant is a)

1. *Board of Directors*

Name and Address	Occupation
------------------	------------

2. *Share capital and shares*

Ordinary

Authorised share capital:

Issued share capital:

Paid-up share capital:

Nominal value per share:

3. *List of Shareholders/members*

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 \$500 is enclosed.

The following documents are attached to this:

(a) Memorandum and Articles of Association

(b) Professional liability insurance policy.

(c) Certificate of incorporation.

2. *Particulars of Supervising Partner*

Name:

Practising Certificate No.:

Residential address:

3. *General nature of business*

4. A fee of \$500 is enclosed.

The agreement establishing the partnership

Signatures of all parties

Date: _____

***Delete where inapplicable.**

****To specify whether certificate is issued under the Architects / Surveyors Act.**

FORM 7

Rule 19

**ARCHITECTS
(CHAPTER 1
ARCHITECTS R
LICENCE TO SUPPLY ARCHIT.**

_____ , having its princ
_____, is issued a licence
in Singapore subject to the following conditions

1. The licensee shall supply architectural control and management of a registered architect who has in force a practising certificate and wh

- (a) where the licensee is a partnership, i
- (b) where the licensee is a corporation director thereof and a registered ov corporation; or
- (c) where the licensee is a corporation director and member thereof.

“2. The licensee shall supply architecte
Singapore if and only if the licensee is in
professional liability in accordance with

This licence shall be valid for _____ fr
 expire on _____ 19_____.

Dated this _____ day of _____ 19_____

*Delete if the licensee is an unlimited corporation or partn

**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
---------------------	-----------	-------------------------------	---------------	--	---------

FORM 3

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

Rule 22 (3)

Licence Number	Name of Business of Registered Address of Corporation/Address of Partnership	Date of Issue	Names of Directors or Partners	Name of Supervising Director or Partner	Remarks
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Legislation as at April 29, 2004

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ARCHITECTS ACT

(CHAPTER 12, SECTION 38)

ARCHITECTS (PROFESSIONAL CONDUCT AND ETHICS) RULES

Base Versions	G.N. NO. S15/2001	→	R2 2003 REVISED EDITION
	<u>New SL</u>		<u>Rev Ed</u>
Amended By	S 669/2003		
	<u>Amdt SL</u> <u>Amended SL</u>		

[5th January 2001]

Arrangement of Provisions

- ▮ 1 Citation
- ▮ 2 Code of Professional Conduct and Ethics
- ▮ 3 Dispute between 2 or more registered architects, etc.
- ▮ 4 Dispute between registered architect, licensed corporation or licensed partnership and another person
- ▮ 5 Board entitled to recover expenses
- ▮ 6 Fees payable for registered architect's services, etc.

THE SCHEDULE

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