

# Application for Registration in South Australia as an Architect (Company)

## Company Information

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Australian Company Number (ACN)

\_\_\_\_\_  
Australian Business Number (ABN)

\_\_\_\_\_  
Business Name (if applicable)

\_\_\_\_\_  
Address of Registered Office

\_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

\_\_\_\_\_  
Street Address (if different from above)

\_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Please nominate your contact address for correspondence  
and publication in the Register

\_\_\_\_\_ Street

\_\_\_\_\_ Postal

\_\_\_\_\_  
Business Phone

\_\_\_\_\_  
Mobile

\_\_\_\_\_  
Email Address

## Director Information

Names, addresses, qualifications and registration status of all  
directors of the company are as follows:

1. \_\_\_\_\_  
Full Name

\_\_\_\_\_  
Contact Address

\_\_\_\_\_  
Qualification held

Reg. Architect in SA  Yes  No Reg. No: \_\_\_\_\_

2. \_\_\_\_\_  
Full Name

\_\_\_\_\_  
Contact Address

\_\_\_\_\_  
Qualification held

Reg. Architect in SA  Yes  No Reg. No: \_\_\_\_\_

3. \_\_\_\_\_  
Full Name

\_\_\_\_\_  
Contact Address

\_\_\_\_\_  
Qualification held

Reg. Architect in SA  Yes  No Reg. No: \_\_\_\_\_

4. \_\_\_\_\_  
Full Name

\_\_\_\_\_  
Contact Address

\_\_\_\_\_  
Qualification held

Reg. Architect in SA  Yes  No Reg. No: \_\_\_\_\_

**If insufficient space, please attach a schedule.**

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## Declaration by Applicant

I \_\_\_\_\_ (Director/Secretary of company) am authorised by a resolution of the Board of Directors of the company to make this application on behalf of the company.

I consent to the Architectural Practice Board of South Australia making enquiries of, and exchanging information with the authorities of any Australian States or Territories, or other countries, regarding the company's practise as an architect or otherwise regarding matters relevant to this application.

I do solemnly and sincerely declare that the statements made in this application are true and correct in every particular to the best of my knowledge and belief; and that I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the *Oaths Act 1936*.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Declared at

\_\_\_\_\_  
In the State of

this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
Before me (Signature)(Refer next column)

\_\_\_\_\_  
(Print name)

## Indicate whichever is applicable

- A Justice of the Peace
- A Notary Public
- A Commissioner for Taking Affidavits
- A Proclaimed Member of the Police Force (must include name of town or place where situated)

**NOTE: All witnesses must provide their registration or identity number and if applicable, their seal or stamp when witnessing the Declaration and any certified accompanying documentation**

Please check you have completed all applicable items and include the fee payable. Incomplete applications will not be considered as lodged by the Board.

## Checklist of Documents Enclosed:

- Certified copy of certificate of incorporation of the company (if applicable)
- Certified copy of business name certificate (if applicable)
- Certified copy of Professional Indemnity Certificate of Currency
- Application Fee
- Registration Fee

## Privacy Laws and Use of this Information

The Architectural Practice Board of South Australia is authorised under the *Architectural Practice Act 2009* to ask for the information on this form. We need this information to administer the Act.

We will only provide information to other authorised recipients in the following situations:

- As required or authorised by or under this Act or any other Act or law; or
- With the consent of the person to whom the information relates; or
- In connection with the administration of the Act or the repealed Act; or
- To an authority responsible under the law of a place outside this State for the registration or licensing of architects, where the information is required for the proper administration of that law; or
- To an agency or instrumentality of this State, the Commonwealth or another State or Territory of the Commonwealth for the purposes of the proper performance of its functions.

Please complete and email the application form and associated documents to [admin@archboardsa.org.au](mailto:admin@archboardsa.org.au).

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## Use of this Form

This form is to be used for the registration of an architectural company.

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- to an agency or instrumentality of this State, the Commonwealth or another State or a Territory of the Commonwealth for the purposes of the proper performance of its functions

## Fees

An initial application fee together with a registration fee are payable. Please refer to Fee Schedule on our website for the applicable rates.

**Fees are non-refundable.**

**Fees are exempt from GST.**

## Lodgement and Payment Methods

Lodgement of application and payment of registration fees can be made by:

- Email registration form and attachments to the Board at [admin@archboardsa.org.au](mailto:admin@archboardsa.org.au) with the transaction record.
- Please note that if you wish to lodge your documents in person that an appointment must be made beforehand with either the Registrar or Executive Assistant.
- Cheques or money orders should be made payable to the Architectural Practice Board of South Australia.
- Electronic funds transfer to Architectural Practice Board of SA's BankSA bank account; BSB 105-900 A/c 950111640 (please attach a copy of your transaction receipt to your registration form).

## FURTHER INFORMATION

Please contact the Board if you require further information.

## DOCUMENTS TO BE ATTACHED

- Certified copy of certificate of incorporation of the company

**OR**

- Certified copy of business name certificate (if applicable)

**AND**

- Certificate of Currency of Professional Indemnity Insurance