



CONFIDENTIAL

To: Registrar
The Hong Kong Institute of Architects, Hong Kong SAR
19/F., One Hysan Avenue
Causeway Bay, Hong Kong
(Fax: 2519 6011)

COMPLAINT AGAINST AN HKIA MEMBER

IMPORTANT NOTES:

The Hong Kong Institute of Architects (Institute) is able to pursue a complaint against any Member / Corporate Member / Associate / Affiliate / Graduate Member / Student Member / Retired Member / Non-Resident Member of the Institute only if the complaint is:

- i) supported by evidence that there are grounds to invoke 24A of the Rules of the Institute; and
- ii) within the jurisdiction of the Institute.

For information relating to the disciplinary proceedings of the Institute, please refer to the Rules of the Institute. <available at www.hkia.net>

SECTION 1 – Complainant’s particulars

1. Title Prof. Dr. Mr. Mrs. Ms.

2. Name

3. Address

4. Contact Number *Mobile* *Office* *Fax*

5. I am acting on behalf of a) Myself b) Company / Firm*

** If you are acting on behalf of a company / firm, please complete Question 6a-d.*



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6a. Name of the Company / Firm

6b. Position Director Manager Shareholder Others

6c. Company's Address

6d. Company's Contact Number

7. Are you a legal representative of somebody else?
YES Please fill in the rest of this Question
NO Please go to Question 8

Name of the person on behalf of whom you are complaining

Title Mr Mrs Ms

Name

Address

If you are a legal representative of another person, please send us the written authorization of that person. Otherwise the complaint would not be proceeded.

When we deal with this complaint, who should we write to?

You

The person whom you are representing



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SECTION 2 – Details of the HKIA Member you are complaining about

8. Name of the Member
9. Address
10. Contact Number *Office* *Mobile* *Fax*
11. The relationship between me and the Member:

SECTION 3 – Details of the complaint

12. Have you taken your complaint up with the Member who you are complaining about?

YES The outcome is:

NO The reason is:

13. Have you taken your complaint to other regulatory bodies or organizations?

YES The regulatory body or organization is:

Hong Kong Police Independent Commission Against Corruption

Equal Opportunities Commission Architects Registration Board

Others

The outcome is:

NO The reason is:



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14. When did the event that gave rise to your complaint take place?
If there has been a lapse of time exceeding one year in making this complaint, please state the reason accordingly.

15. Please summarize your complaint **within 300 words.**

Extra number of sheets of paper appended



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16. Events and circumstances giving rise to your complaint and the **relevant documents** (e.g. client/architect's agreement, contract drawings) to support your complaint:

Date (in chronological order)	Description of the event	Appendix

Extra number of sheets of paper appended

17. Have you lodged any complaint to HKIA on the same issue before?

YES Date:

NO



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SECTION 4 – Authorization and Declaration

18. I would like the Hong Kong Institute of Architects (HKIA) to look into the complaint. I confirm that I have read the guidance notes to this form before filling in this form.

I agree that I will provide any further relevant information within my power necessary for HKIA's disciplinary proceedings in respect of this complaint.

I agree that I will assist HKIA by acting as a witness to appear and give evidence at any meeting or hearing when HKIA commences disciplinary proceedings.

I acknowledge and agree that the personal data given in this form may be used by HKIA for purposes relating to the performance of its disciplinary role under the Rules of the Institute and may be transferred to the Member that I am complaining against. I further agree that the personal data provided in this form can be kept by HKIA in accordance with the Personal Data (Privacy) Ordinance (Cap. 486) after HKIA has dealt with the complaint.

I understand that I have a right of access including the right to obtain a copy of my personal data from HKIA and to have any mistakes with respect to personal data corrected under the Personal Data (Privacy) Ordinance (Cap.486).

19. ***To the best of my knowledge, I declare that the information included and attached to this complaint form is true and complete. I understand that HKIA is unable to proceed on unsubstantiated allegations. All relevant documents supporting my complaint are being attached.***

Complainant's signature : _____ Date: _____

Tick whichever is applicable

(Last updated in February 2018)



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CONFIRMATION OF RECEIPT <for HKIA use only>

Received on _____

Documents

Authorization letter

Appendix as per item 16

Checked by _____

(Last updated in February 2018)