

**APPLICATION FOR
SINGAPORE INSTITUTE OF ARCHITECTS (SIA)
CERTIFICATION OF
RESIDENT TECHNICAL OFFICER (ARCHITECTURAL) REGISTRATION**



Note:

1. Application Fee: S\$109.00 (non-refundable) payable upon submission and Certification Fee: S\$109.00 payable upon approval. Payment is to be made via PayNow to "Singapore Institute of Architects, UEN: S63SS0027H". Bank charges for Payment via TT from foreign banks are to be borne by the applicant.
 2. To attach a copy of your academic qualification and complete mark sheets/official notarial transcripts (original and in English), Diploma certificate and complete mark sheets/official notarial transcripts needed if there is exemptions/ advance standing for Bachelor Degree – all to be verified, endorsed and signed by Registered Architect
 3. A copy of front and back of your Identification Card and a copy of Professional CV
 4. Please email the above documents to: practicethrust@sia.org.sg to ensure all documents are in order before submitting the documents to SIA
 5. To bring along original academic qualification and complete mark sheets/official notarial transcripts (original and in English) for verification at SIA
 6. Processing time under normal circumstances is 2 months
 7. Panel's decision is final and no appeal will be considered
- Application form to be duly completed with all original endorsement to be submitted. Incomplete submission of documents will be rejected.*

Passport Size Photo

A	Personal Particulars
1	Full Name (in block letters): *Dr/Ar/Mr/Mrs/Ms/Mdm _____ (Underline surname)
2	Identification No: _____ Nationality: _____ *(Singapore NRIC/PR/Passport)
3	Date and Place of Birth: _____ Written/Spoken Language _____
4	Telephone No: _____ (Mobile) _____ (Office)
5	Mailing Address: _____ _____ _____
6	Email Address: _____
A	#Entry Qualification:
1	☐ Institute of Higher Learning (University/Polytechnic/ITE) Academic Qualification *Degree/Diploma/Certificate: _____ Name of *University/Polytechnic/ITE: _____

To attach a CERTIFIED TRUE COPY by the supervising Registered Architect of your educational qualification and marksheets/official notarial transcripts (original and in English) and to be verified by the supervising Registered Architect (signed and stamped).

* Delete accordingly

Note: It is an offence for applicants to make or produce to the SIA Certification Committee any document, declaration, certificate, report, record or notice that is false in any material particular. SIA reserves the right not to disclose any information pertaining to project details and the assessment of the relevancy of experience by the Committee.

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DETAILS OF POST-GRADUATE CONSTRUCTION EXPERIENCE

(all fields to be duly completed)

APPENDIX 1



Applicant's Name: _____

Date (dd/mm/yyyy) From - To	Details of Work Experience				Employer	Verification by the supervising Registered Architect (QP) of the projects+ (Sign, Stamp & Date of endorsement)
	Project Title				Name	
	Project Reference no.					
	Cost of Project					
	Position Held					
	Describe in detail types of architectural works supervised and degree of responsibilities in each engagement (If space below is insufficient, attach additional sheet.)	Duration of involvement in Site Supervision Indicate the number of months involved in each engagement in the Project (please specify)	Full Time or Part Time (please specify)	Name of the supervising Registered Architect (QP) in this engagement	Address	
Total (Years & Months)						

+ To be endorsed by supervising Registered Architect (QP) in Architecture discipline. The supervising Architectural QP is to verify and endorse only projects where he/she has worked with the applicant.

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Notes:

Application **must** be accompanied with:

A duly completed prescribed application form; and

One of the following academic qualifications:

1. Degree in Architecture from any university subjected to approval by the SIA Certification Committee. **Minimum three (3) years of such relevant practical experience in full-time supervision of architecture building works in building sites in Singapore.**
2. A diploma in Architecture or in other relevant disciplines; subjected to approval by the SIA Certification Committee. **Minimum three (3) years of such relevant practical experience in full-time supervision of architectural building works in building sites in Singapore.**

Applicants must go through a mandatory professional interview.

ADDITIONAL NOTE:

A Registered Architect (QP) with a valid practicing certificate in Architecture discipline issued by the Board of Architects Singapore is not required to register.

SUBMISSION OF DOCUMENTS BY HAND TO

SIA Certification Committee (Architectural)
c/o Singapore Institute of Architects
79 Neil Road, Singapore 088904