

# Application for Renewal of Registration (Company) for the 12 months ended 30 June 2023

Renewal fee due and payable by 30 June 2023

## Company Information

Name of Company

Business Name (if applicable)

Registration No.

Postal Address

Postcode

Street Address (if different from above)

Postcode

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

Postal

Street

Business Phone

Mobile

Email Address

## Director Information

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

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

\_\_\_\_\_   
Qualification Held

Registered in SA  Yes  No Reg.No. \_\_\_\_\_

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

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

\_\_\_\_\_   
Qualification Held

Registered in SA  Yes  No Reg.No. \_\_\_\_\_

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

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

\_\_\_\_\_   
Qualification Held

Registered in SA  Yes  No Reg.No. \_\_\_\_\_

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

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

\_\_\_\_\_   
Qualification Held

Registered in SA  Yes  No Reg.No. \_\_\_\_\_

If insufficient space, please attach a schedule.

# Application for Renewal of Registration (Company) for the 12 months ended 30 June 2023

## Declaration

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 State or Territories, or other countries, regarding the company's practice as an architectural business or otherwise regarding matters relevant to this application.

All the above information is true and correct:

\_\_\_\_\_  
Full Name of Director/Secretary

\_\_\_\_\_  
Signature of Director/Secretary

\_\_\_\_\_  
Date

## Please Note:

Failure to lodge the renewal form, required documents and fee by the due date may result in the removal from the Register without further notice.

## Lodgement of Forms

This form must be completed and emailed to the Architectural Practice Board of South Australia at [admin@archboardsa.org.au](mailto:admin@archboardsa.org.au) **accompanied by the non-refundable Renewal Fee.**

## Payment of Fees

Payment can be made by cheque or money order or by electronic funds transfer to the Architectural Practice Board of South Australia's bank account at BankSA, Adelaide Branch, BSB 105-900, Account No. 950111640.

Please use your company name and registration number as reference to your payment and include a copy of your transaction record with your renewal.

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

## 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.

## Professional Indemnity Insurance

Should your company employ a large number of registered architects, please complete one Form 12 and attach a list of employees covered by your Professional Indemnity Insurance. Professional indemnity insurance must cover:

- Minimum \$1m any one claim in the aggregate
- Defence costs excluded
- Minimum one automatic reinstatement on policy (excluding Defence costs)

## Checklist of Documents Enclosed:

- Renewal Form
- Professional Indemnity Certificate of Currency
- Renewal Fee

The fee payable for the renewal period of 1 July 2023 to 30 June 2024 is \$510.00 <= 2 Directors or \$570.00 > 2 Directors.

Please complete and email the renewal to the Architectural Practice Board of South Australia at [admin@archboardsa.org.au](mailto:admin@archboardsa.org.au) accompanied by a cheque or money order or proof of electronic payment.

In person lodgements are **BY PRE-ARRANGED APPOINTMENT ONLY.**