

**APPLICATION FORM FOR RESTORATION / RENEWAL /  
ONE TIME PAYMENT OF RENEWAL FEE / D.C.R. FEE**  
[TO BE FILLED AND SIGNED BY THE ARCHITECT CONCERNED]

Date: \_\_\_\_\_

The Registrar  
Council of Architecture (CoA)  
India Habitat Centre  
Core 6A, 1<sup>st</sup> Floor, Lodhi Road  
New Delhi-110 003  
Tel: 011-2464 8415, 2465 4172 & 73, Fax: 011-2464 7746  
E-Mail: coa@ndf.vsnl.net.in, coa.rwl@gmail.com  
Web: www.coa.gov.in

Dear Sir,

I am a registered Architect with Council of Architecture. I hereby request you to Restore / Renew / Further renew my registration due to One Time Payment of Renew Fee.

My particulars are as below:-

1. Registration No. : CA/\_\_\_\_\_/\_\_\_\_\_
  2. Name \_\_\_\_\_
  3. Whether CoA's Certificate of Registration Enclosed : Yes/No
  4. Correspondence Address : \_\_\_\_\_  
\_\_\_\_\_
- City: \_\_\_\_\_ State: \_\_\_\_\_ PIN: \_\_\_\_\_
5. Telephone : Res.: STD Code: \_\_\_\_\_ Tel.No. \_\_\_\_\_  
Off.: STD Code: \_\_\_\_\_ Tel.No. \_\_\_\_\_  
Fax: STD Code: \_\_\_\_\_ Tel.No. \_\_\_\_\_  
Mobile: \_\_\_\_\_
  6. E-Mail ID : \_\_\_\_\_

I hereby pay an amount of Rs. \_\_\_\_\_ in Cash (or) by Demand Draft No. \_\_\_\_\_ dated \_\_\_\_\_, towards payment of Restoration/Renewal/One Time Payment of Renewal Fee/ Duplicate Certificate of Registration (DCR) Fee.

**OR**

I authorize Mr./Mrs./Ms. \_\_\_\_\_, whose signature is duly attested below by me, as my representative to submit my CoA's Registration Certificate, in Original, for payment towards Restoration/Renewal/One Time Payment of Renewal Fee/Duplicate Certificate of Registration (DCR) Fee, amounting to Rs. \_\_\_\_\_ in Cash (or) by Demand Draft No. \_\_\_\_\_ dated \_\_\_\_\_ and also to collect the same, after necessary endorsement, on my behalf.

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(Signature of the Representative)

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(Signature of the Architect Concerned)

**NOTE:** Demand Draft should be drawn in favour of 'COUNCIL OF ARCHITECTURE' and payable at Delhi/New Delhi. Please write your name and CoA's Registration Number on the backside of the Demand Draft.

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**ACKNOWLEDGEMENT**

Received the renewed Original Certificate of Registration bearing No. CA/\_\_\_\_\_/\_\_\_\_\_ on \_\_\_\_\_

\_\_\_\_\_  
(Receiver's Signature)

\_\_\_\_\_  
(Receiver's Name)

\_\_\_\_\_  
(Receiver's Mobile No.)

**FOR OFFICE USE ONLY**

Receipt No. \_\_\_\_\_

Date : \_\_\_\_\_

for Rs. \_\_\_\_\_