

## **DOCUMENTS TO BE SUBMITTED FOR REGISTRATION AS AN ARCHITECT**

### **Registration u/s section 25(a)**

To apply for registration as an architect under section 25(a) of the Architects Act, 1972, a person is required to submit the following documents:

1. Application form **color printout** in the prescribed format (enclosed), duly filled in and signed by you with a recent **color** passport of size 3.5 x 3.5 cm duly pasted on the form. Please ensure that the spelling of your name should be strictly as per the recognised architectural qualification certificate on the basis of which registration is sought. In case, your name is mentioned incorrectly, you must get the same corrected from the competent authority of the University/institution. In case of change of name consequent upon marriage, the name should be filled up as per the supporting document (to be enclosed as mentioned in Sl.No.6).
2. A copy of the date of birth certificate attested by either a Gazetted Officer or Notary Public/Oath Commissioner. Alternatively, you may also submit a self-attested copy of Matriculation / Secondary Examination having a record of your date of birth.
3. A self-attested copy of marksheet of 10+2 or equivalent examination having at least 50% marks in aggregate with Mathematics as a subject of examination at 10+2 level.
4. A self-attested copy of the final recognised architectural qualification certificate on the basis of which registration is sought i.e. 5-year B.Arch. Degree or 5-year Diploma in Architecture or 5-year Government Diploma in Architecture or Membership of I.I.A. Certificate (as the case may be). In case, you have not received the said certificate, pending the award of the same by the University and submission of a duly attested photocopy thereof at a later date to this office, you may for the time being submit, self-attested copy of Provisional Certificate/Passing Certificate issued by the competent authority of the University i.e. Asst. Registrar/Dy. Registrar/Registrar or any other competent authority authorised. Please note that provisional certificates shall not be accepted in cases where the final degree/diploma certificate has already been awarded by a University to the applicant's batch. A copy of degree/diploma certificate should preferably be sent by Registered Post to avoid any loss in transit along with a self-addressed envelope large enough to contain it. Council of Architecture shall not be responsible for loss or mutilation of any original certificate in transit.
5. Self-attested copies of marksheets (including Practical Training certificate, if any) for all the semesters/years of the recognised architectural qualification. Alternatively, you may also submit an attested copy of your consolidated marksheet for all semesters/years. In case marksheet(s) for any particular semester/year is/are missing or untraceable, the applicant is required to apply for the duplicate marksheets to the concerned institution/university and submit duly attested copies of the same to this office. No original marksheet(s) should be submitted with the application. Before submitting the form, ensure that details such as name, course name etc. are correctly mentioned on the marksheets.

6. A copy of the Marriage Certificate (i.e. Memorandum of Marriage) **or** a copy of the Gazette Notification from the respective State/Central Government duly attested by either a Gazetted Officer or Notary Public/Oath Commissioner, **or** alternatively, an affidavit executed on a non-Judicial Stamp paper of Rs.10/- towards change of name consequent upon marriage. In cases where name is changed due to reasons other than marriage, only a duly attested copy of the Gazette Notification shall be accepted.

7. A demand draft for Rs.600/- (non-refundable) drawn in favour of "**Council of Architecture**", payable at Delhi/New Delhi towards registration fee. It may be mentioned that the option of availing of One Time Payment at the time of applying for registration has been discontinued. In order to renew your registration, you may make payment of the prescribed renewal fee annually or opt for One Time Payment later as and when your renewal fee falls due.

8. A self-addressed envelope of size 12"×10" for sending the certificate of registration by Registered Post.

### **Registration u/s section 25(b)**

If one is applying for registration as an architect under section 25(b) of the Act, he/she must satisfy the Council of Architecture with documentary evidence that he has been engaged in practice as an architect for a period not less than five years prior to 27.04.1974, the date appointed by the Central Government under sub-section (2) of section 24 of the Act. A person to be an architect must possess adequate skill & knowledge to enable him to (i) originate; (ii) design and plan; and (iii) arrange for and supervise the erection of such buildings or other works calling for skill in design and planning and is said to have been engaged in practice if he holds out for reward to act in a professional capacity in activities which form at least a material part of his profession. A person is not practicing who operates incidentally and occasionally in an administrative capacity only or in pursuit of a hobby.

The applicant is, therefore, required to submit the following documents to apply for registration u/s 25(b) of the Act:

1. Application form in the prescribed format (enclosed), duly filled in and signed by the applicant, along with two recent passport size photograph duly signed, with name mentioned at the back.

2. A copy of the date of birth certificate attested by either a Gazetted Officer or Notary Public/Oath Commissioner.

3. Attested copies of the Municipal licences of at least five years prior to 27<sup>th</sup> April, 1974 issued to practise as an architect under the jurisdiction of Municipal Corporation/Improvement Trust/Local Bodies.

4. Yearwise list of architectural works undertaken by the applicant as an architect during five years prior to 27<sup>th</sup> April, 1974 with copies of plans bearing the signatures of the Municipal authorities as approved.

5. Copies of letters of appointment engaging the applicant as an architect for five years prior to 27<sup>th</sup> April, 1974 and ;

6. Copies of income-tax assessment orders in favour of applicant for five years prior to 27<sup>th</sup> April, 1974.

7. A demand draft for Rs.600/- (Non-refundable) drawn in favour of "**Council of Architecture**", payable at Delhi/New Delhi towards registration fee.

8. Any other document which establishes that the applicant has been engaged in practice as an architect for five years prior to 27.04.1974.

9. In case the applicant was in service for five years prior to 27.04.1974, he/she is required to forward his/her detailed service record from his/her date of joining till retirement, with his/her designation held from time to time along with nature of duties, from the administration/establishment department of his Government office/organisation, duly attested by the concerned competent authority of the office.

### **INSTRUCTIONS:**

1. Please ensure that the qualification possessed by you is included in the schedule of recognised qualifications appended to the Architects Act, 1972.

2. Please fill up your name in the form as per the recognised architectural qualification certificate on the basis of which registration is sought. Also ensure that the spelling of your name is correctly mentioned on the recognised architectural qualification certificate and marksheets being submitted by you. In case, your name is mentioned incorrectly, you must get the same corrected from the competent authority of the University/institution.

3. In case any document towards change of name is submitted by the applicant, the applicant should fill up his/her changed name in the registration form as per the attached document.

4. In case Bachelor of Architecture (B.Arch.) degree has not been awarded by a University, the applicant should submit the Provisional Certificate/Passing Certificate issued by the University only for registration. The Council of Architecture will not accept provisional certificate from an institution.

5. Please ensure that the nomenclature of the qualification pursued by you is correctly mentioned on the recognised architectural qualification certificate and marksheets being submitted. In case, the nomenclature of the qualification is not mentioned correctly, you must get the same corrected from the competent authority of the University.

6. Please note that the option of availing of One Time Payment at the time of applying for registration has been discontinued. The registration shall be granted initially for two calendar years. In order to renew your registration after its expiry, you may make payment of the prescribed renewal fee annually or opt for One Time Payment as and when your renewal fee falls due. One Time Payment can be opted at the time of renewal, subject to submission of a duly attested copy of the final Degree/Diploma certificate received after convocation, if not submitted earlier.

7. If the degree/diploma for a particular batch has been awarded by the University/institution, then the applicant belonging to that batch is required to submit his final degree/diploma, in original, to Council when applying for registration. The provisional certificate will not be accepted if the final degree/diploma for the applicant's batch has already been awarded.

8. In case, marksheet(s) for any particular semester/year is/are missing or untraceable, the applicant is required to apply for the duplicate marksheets to the concerned institution/university and submit duly attested copies of the same to this office.

9. Please make sure that all documents as required by the Council are submitted along with your application for registration. If any application is incomplete in any respect, it would not be processed further for registration.

**Note : The Application Form for Registration of Architects is available for download at Form No.XI under "Forms" Tab on the main page.**