

Please complete and return to:
The Registrar
Level 7, 372 Albert Street
EAST MELBOURNE VIC 3002

Architects
Registration Board
of Victoria

COMPANY APPROVAL

Company Information and Declaration

1. NAME OF COMPANY _____

2. BUSINESS NAME _____
(Where different)

3. AUSTRALIAN COMPANY NUMBER (ACN) _____

4. ADDRESS AND CONTACT INFORMATION

_____ (a) Address of Registered Offices (State) (Postcode)

_____ (b) Postal Address (State) (Postcode)

_____ (c) Telephone : (Business) (Fax)

5. COMPLIANCE WITH THE ACT (Please circle your responses)

- 5.1 Are architectural services provided by the company? YES/NO
- 5.2 Does the constitution or do the objects of the company provide that one of the purposes of the company is the practice of architecture, or do the lawful activities of the company include the practice of architecture? (Please provide a copy; see notes on page 5)
YES / NO
- 5.3.1 Is a director of the company an architect who is registered under the architects Act 1991 responsible for the carrying out of architectural services provided by the company? YES / NO
- 5.3.2 Is the Director referred to in question 5.3.1 covered by the insurance required under the Architects Act 1991? YES /NO
Please attach a Certificate of Currency for that insurance (see 6 under Director Information)

Company approval fees are:
\$410 in total, comprising initial application of \$205, plus the annual fee of \$205.
Payable to ARBV – see invoice
Please also complete page 2 of this form.



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NAME OF COMPANY _____

6. DECLARATION BY THE DIRECTOR(S)

The following declaration must be signed in the presence of a person qualified to witness Statutory Declarations.

Each of us being Directors do solemnly and sincerely declare that this application is true and correct and we make it in the belief that a person making a false declaration is liable for the penalties or perjury. **Note: All Directors must print name and provide signature**

Signature

Name



Declared at _____

in the State of _____ this _____ day of _____ 20

before me _____

Signature of witness

Full name and address of witness
and qualification to take a declaration.

Privacy laws and collection of personal information.

The information collected on this form is required by the Architects Act 1991(as amended 2004) and the Architects Regulations 2004 (amended 2005) for the purposes of approval as a company. Some of this information may be published in the Register of Architects. Some of this information may be provided to other Architects Boards in other jurisdictions if you apply to register in another jurisdiction. All parts of the registration form should be completed correctly. Failure to do so may result in delayed or refused registration.

Company Approval Fee

\$410

This fee comprises application fee \$205 and annual fee \$205

- PLEASE RETURN THIS FORM REGARDLESS OF PAYMENT METHOD
- PLEASE NOTE THE ANNUAL FEE FOR EACH ARCHITECT DIRECTOR IS PAYABLE IN ADDITION TO THE COMPANY FEE

Payment methods

In person – Cash, Cheque, EFTPOS or Credit Card at the Board's Office
Mail – Cheque or Money Order made payable to: "Architects
Registration Board of Victoria"

Office use:

Approval number:

Approved Date:

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COMPANY APPROVAL DIRECTOR INFORMATION

Please submit a DIRECTOR INFORMATION sheet for every Director of the Company

1. NAME _____
Family name Title (Mr, Mrs, Ms etc) Given names

2. PREVIOUS OR OTHER NAMES _____
If this Director has ever been known by any other name, please give details:

3. PLACE AND DATE OF BIRTH _____
State Country Day / Month / Year

4. ADDRESS AND CONTACT INFORMATION

(a) Residential Address _____

(b) Postal Address _____
(if different from Residential Address)

(c) Business Address _____

(d) Telephone: Business: _____ Home: _____ Fax : _____

5. OCCUPATION _____

6. PROOF OF INSURANCE FOR ARCHITECT DIRECTOR

Please attach Certificate of Currency. The insurance may be in the name of the Architect Director or the Company (where the Company policy specifically covers the Director).

Privacy laws and collection of personal information.

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Checklist for submitting Company Approval forms to ARBV

Before submitting your Company Approval forms to ARBV for processing, **please take a few minutes to review the following checklist to ensure you have all of the required paperwork and information:**

<u>REQUIREMENT</u>	<u>ENCLOSED (please tick)</u>
Company Information & Declaration (pages 1 & 2). The declaration must be signed by all directors of the company and a witness qualified to take a declaration. (See following page for a list of people qualified to do this).	
Director Information form (page 4). EVERY director of the company must fill this form out. Photocopy it as required.	
Proof of PI insurance for at least one architect director (certificate of currency) to be included.	
Fee payment of \$410 to be included.	
Constitution of the company (question 5.2 on page 1) to be included only if it contains a statement that one of the purposes of the company is the practice of architecture. Please highlight the relevant page. If the constitution does not contain this statement, then you will need to provide a letter instead , signed by all directors, stating that one of the purposes of the company is the practice of architecture.	
ACN: please remember to include this on the form (question 3 on page 1)	

Please do not submit your forms until all of the above have been checked.

Incomplete applications will be returned.

Note 1 – A person who willfully and corruptly makes a false statement in a statutory declaration is liable to the penalties of perjury (s.141 of the Act). Penalty Imprisonment for not more than 5 years. (s.143 of the Act)

Note 2 – Qualifications

A statutory declaration under the Evidence Act 1958 (as amended) (“the Act”) may be made only (s.107A of the Act) before:

a person who is in the following list;

- a. a justice of the peace;
- b. a bail justice;
- c. a public notary;
- d. a barrister of the Supreme Court;
- e. a solicitor of the Supreme Court;
- f. a clerk to a barrister of the Supreme Court;
- g. a clerk to a solicitor of the Supreme Court;
- h. the prothonotary of the Supreme Court;
- i. a deputy prothonotary of the Supreme Court;
- j. the registrar of the County Court;
- k. a deputy registrar of the County Court;
- l. the principal registrar of the Magistrates’ Court;
- m. a registrar of the Magistrates’ Court;
- n. a deputy registrar of the Magistrates’ Court;
- o. the registrar of probates;
- p. an assistant registrar of probates;
- q. the associate to a judge of the Supreme Court;
- r. the associate to a judge of the County Court;
- s. the secretary of a master of the Supreme Court;
- t. the secretary of a master of the County Court;
- u. a person registered as a patent attorney under Part XV of the Patents Act 1952 of the Commonwealth;
- v. a member of the police force;
- w. the sheriff;
- x. a deputy sheriff;
- y. a member or former member of either House of the Parliament of Victoria;
- z. a member or former member of either House of the Parliament of the Commonwealth;
- aa. a councillor of a municipality;
- bb. a senior officer of a Council as defined in the Local Government Act 1989;
- cc. a registered medical practitioner within the meaning of the Medical Practice Act 1994;
- dd. a registered dentist within the meaning of the Dental Practice Act 1999;
- ee. a veterinary practitioner;
- ff. a pharmacist;
- gg. a principal in the teaching service;
- hh. the manager of an authorised deposit-taking institution;
- ii. a member of the Institute of Chartered Accountants in Australia, the Australian Society of Accountants or the National Institute of Accountants;
- jj. the secretary of a building society;
- kk. a minister of religion authorised to celebrate marriages;
- ll. a person employed under Part 3 of the Public Administration Act 2004 with a classification that is prescribed as a classification to which this section applies or who hold office in a statutory authority with such a classification;
- mm. a fellow of the Institute of Legal Executives (Victoria)