



**CONFIDENTIAL**

To: Registrar  
Architects Registration Board, Hong Kong SAR  
19/F., One Hysan Avenue  
Causeway Bay, Hong Kong  
(Fax: 2519 6011)

### COMPLAINT FORM

#### ATTENTION:

The Board is able to pursue a complaint against a Registered Architect (RA) only if the complaint is:

- i) supported by evidence showing a reasonable suspicion that breaches of professional conduct issued by the Board or other improper acts have been committed by the RA; and
- ii) within the jurisdiction of the Board.

For information relating to the disciplinary proceedings of the Board, please refer to PART IV of the Architects Registration Ordinance (ARO).

#### SECTION 1 – Complainant’s particulars

1. Title      Prof.       Dr.       Mr.       Mrs.       Ms.

2. Name

3. Address

4. Contact Number      Mobile       Office       Fax

5. I am acting on behalf of      a) Myself       b) Client       c) Incorporated Owners   
d) Estate Management Office       e) Contractor   
f) Architectural Practices       g) Others

Please “√” appropriate box



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Hong Kong Special Administrative Region

**建築師註冊管理局**

香港特別行政區

6. Name of the Company (for 5b – 5g)

7. Position Director  Manager  Shareholder  Solicitor  Others

8. Company's Address

9. Company's Contact Number

10. Are you complaining on behalf of somebody else?  
YES  Please fill in the rest of this Question  
NO  Please go to Question 11

Name of the person on behalf of whom you are complaining

Title Mr  Mrs  Ms

Name

Address

If you are complaining on behalf of another person, please send us the written authorization of that person. Otherwise the complaint would not be proceeded.

When we deal with this complaint, who should we write to?

You

The person on behalf of whom you are complaining

Please "√" appropriate box



## SECTION 2 – Details of the Registered Architect you are complaining about

11. Name of the RA

12. Address

13. Contact Number Office  Mobile  Fax

14. The relationship between you and the RA:

## SECTION 3 – Details of your complaint

15. Have you taken your complaint up with the RA who you are complaining about?

YES  The outcome is:

NO  The reason is:

16. Have you taken your complaint to other regulatory bodies or organizations (e.g. Hong Kong Police, Independent Commission Against Corruption, Equal Opportunities Commission, Commissioner of Personal Data etc.)?

YES  The regulatory body or organization is:

The outcome is:

NO  The reason is:

Please "√" appropriate box



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17. When did the event that gave rise to your complaint take place?

If there has been a lapse of time exceeding one year in making this complaint, please state the reason accordingly.

18. Please summarize your complaint **within 300 words.**



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19. Are you enclosing extra sheets of paper? YES  Quantity:  sheets  
NO

20. Events and circumstances giving rise to your complaint and the **relevant documents** to support your complaint:

Date (in chronological order)	Description of the event	Appendix

21. Did you complain to us on this issue before? YES  Date:   
NO

*Please "√" appropriate box*



## SECTION 4 – Authorization and Declaration

22. I would like the Architects Registration Board (ARB) to look into the complaint. I confirm that I have read the guidance notes to this form before filling in this form.

I understand that ARB will send a copy of this form together with any other information provided by me to the Registered Architect (RA) at the Inquiry Committee level that I am complaining against.

I agree that I will provide any further relevant information within my power necessary for ARB's regulatory process in respect of this complaint.

I agree that I will assist ARB by acting as a witness in the event, appear and give evidence at any meeting or hearing that ARB commences disciplinary proceedings against the RA that I am complaining against.

I acknowledge and agree that the personal data given in this form may be used by ARB for purposes relating to the performance of its regulatory function under the Architects Registration Ordinance (Cap.408) and may be transferred to the RA that I am complaining against. The provision of personal data in this form is voluntary. The personal data provided in this form will be kept by ARB in accordance with the Personal Data (Privacy) Ordinance (Cap. 486) after ARB has dealt with the complaint.

I understand that I have a right of access including the right to obtain a copy of my personal data and to have any mistakes with respect to personal data corrected under the Personal Data (Privacy) Ordinance (Cap.486).

23. ***To the best of my knowledge, I declare that the information included and attached to this complaint form is true and complete. I understand that ARB is unable to proceed on unsubstantiated allegations. All relevant documents supporting my complaint are being attached.***

Your Signature : \_\_\_\_\_  
(For and on behalf of \_\_\_\_\_ )  
(Company Name: \_\_\_\_\_ )

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