

ARCHITECTS REGISTRATION COUNCIL

(ARCHITECTS ACT 1969, NLCD 357)

3, Ninth Road Ridge
P.O Box 272, Ministries
Accra, Ghana



Tel: (0302) 252490
Email: arcghana@gmail.com
Website: www.arcghana.com

FORM -ARC- AF - 03

REGISTRRTATION OF ARCHITECTURAL FIRM/ARCHITECT ON THE TEMPORARY REGISTER

The Architects Registration Council established under the Architects Act 1969, NLCD (357) is the government body that is concerned with regulating the practice of architecture in Ghana.

In accordance with section 11 (C) of the Architects Act 1969, and section 14 of the ARC byelaws, A foreign architectural firm / architect undertaking any specific project in Ghana must associate with a fully registered local firm, and shall be registered on the temporary register of architects of the Architects Registration Council.

Kindly note that license for this category of registration is project specific and is to be renewed annually.

Below are the conditions/requirements for the process.

Initial Registration:

REQUIREMENTS

1. Applicant must be a registered architect/architectural firm in his/her home country with a valid license as at the time of registration.
2. Applicant must have an offer letter/contract to carry out a project in Ghana.
3. A foreign architect/architectural firm should have a Joint Venture (JV) agreement with an architect /architectural firm registered with the ARC. The Joint Venture (JV) should have a seal from a court of law in Ghana.
4. Applicant must have a residence permit issued by the Ghana Immigration Service.
5. Applicant must have a work permit issued by the Ghana Immigration Service.

6. Attach the following after completing the form and submit to the ARC Secretariat;
 - a) Curriculum Vitae of Principal Architect(s)/Partner(s)/Director(s).
 - b) Certificate for Registration of Business for the foreign firm.
 - c) Two passport size pictures of Principal Architect(s)/Partner(s)/ Director(s).
 - d) Academic certificates of Principal Architect(s)/Partner(s)/Director(s).
 - e) Proof of valid professional licence from home country.
 - f) Two letters of reference (one (1) should be from the counterpart architect/architectural firm in Ghana).
 - g) Details of documentation of the project to be executed in Ghana.
7. Fees towards temporary registration of an individual architect is as follows;
 - a) \$500.00 non-refundable application fee upon submission of application documents.
 - b) \$4,500.00 upon approval of the application.
8. Fees for Architectural Firms towards temporary registration is as follows;
 - a) \$2,000.00 non-refundable upon submission of applicant documents
 - b) \$8,000.00 upon approval of the application.

(Please take note that the fees are subject to change).

Renewal Requirements

All approved registrations are subject to annual renewals.

Attach the following and submit to the ARC Secretariat;

- a) A cover letter to Request for Renewal of Registration.
- b) Any change in details of the project.
- c) Any change in the address of Principal Architect(s)/Partner(s)/ Director(s).
- d) Progress report of project under execution. Should cover the following among others;
 - i. Estimated cost of project.
 - ii. Estimated completion time.
 - iii. Completed works.
 - iv. Outstanding works.

Failure to renew license after three (3) calendar months will lead to sanctions from the Council.

These requirements are for the strict compliance of all.

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 Passport Size
 Photos with
 your name
 endorsed
 behind here

APPLICATION FOR REGISTRATION AS AN ARCHITECT ON THE TEMPORARY REGISTER

A. PERSONAL DATA

1 Name in Full

Surname	First Name	Middle Name(s)

3. Male Female

4. Mr./Mrs./Miss/Dr./ Other:

5. Date of Birth

6. Place of Birth

7. Nationality

Personal Identification Document

		Number	Place of Issue	Date of Issue	Expiry Date
8.	Passport				
9.	Resident Permit				
10.	Work Permit				

Architectural Licensure Details

	Issuing Body	Registration Number	Place of Issue	Date of Issue	Expiry Date
11.					
12.					

13. Mailing Address in Ghana (For entry in Register):

17. Tel No(s)

18. E-mail

19. Home/Permanent Address :.....

**B. EDUCATIONAL BACKGROUND
COLLEGES / UNIVERSITIES / INSTITUTIONS ATTENDED AND QUALIFICATION**

S/N	NAME	DATE		QUALIFICATIONS (Certificate, Diploma, Degree, other)
		FROM	TO	
1.				
2.				

C. OTHER PROFESSIONAL QUALIFICATION/ REGISTRATION

S/N	INSTITUTION	REGISTRATION NUMBER	DATE
1.			
2.			

D. DETAILS OF PROPOSED PROJECT

Project name:

Project description

Client:..... Client's Contact:.....

Project Duration: Commencement Date:

E. DETAILS OF LOCAL PARTNER/COUNTERPART

Name of Firm	Firm's ARC Reg. No.	Name of Principal Architect	ARC Reg. No.	Office Location

17. Tel No(s)

18. E-mail

F. REFEREES: (At least one should be the counterpart firm /partner registered with the ARC)

1. Name:

Address:

Tel. No: E-mail:

2. Name:

Address:

Tel. No: E-mail:

G. CERTIFICATION STATEMENT

I declare that I have never been found guilty of any criminal offence. I also declare that the information on this application, and other forms and documents submitted to the Architects Registration Council (ARC) is provided in good faith and is true, complete and accurate. I understand that any misrepresentation made by me in this application may be cause for refusal or revoking of registration.

Signed: Date:

In pursuance of this application I enclose a covering letter with the following attachments.

- CV of Professional Experience and Certified Copies and Translations of Diploma(s)/certificates/other Professional Registration [Originals may be requested for inspection].
- 2 Passport-size Photographs [endorsed]
- Letters of Recommendation from the 2 Referees
- Signed Agreement with Local Partner/Counterpart (with clear terms of reference)
- Photocopy of Receipt of Registration Fee(s) paid

FOR OFFICE USE ONLY

Received by: Date:

Checked by: Date:

Registrar's Comments: Date:

Date of Board Meeting: Approved(Y/N)..... Reg. No:

Entry into Database: Date: