

ARCHITECTS REGISTRATION COUNCIL

(ARCHITECTS ACT 1969, NLCD 357)

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



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

REGISTRATION OF ARCHITECTURAL FIRM 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 architectural firm in his/her home country with a valid license as of the time of registration.
2. Applicant must have an offer letter/contract to carry out a project in Ghana.
3. A foreign architectural firm should have a Joint Venture (JV) agreement with an 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 license 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.

- a) Project Title
- b) Relevant information on the Client
- c) Project Duration
- d) Project Estimate
- e) Any other relevant information on the Project

7. Fees for Architectural Firms towards temporary registration are as follows;

- a) \$5,000.00 application fee upon submission of application documents.

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 the project under execution. Should cover the following among others;
 - i. Estimated cost of the 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.

PAYMENT OPTION:

GCB BANK PAYMENT OPTION

PLEASE MAKE YOUR CHEQUE PAYABLE TO **ARCHITECTS REGISTRATION COUNCIL**.

DIRECT PAYMENT COULD BE MADE TO **ARCHITECTS REGISTRATION COUNCIL** AT ANY **GCB BANK**

NATIONWIDE **Account No. 1141130001204** BRANCH **OSU**.

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.arc.gov.gh



Staple 2
Passport Size
Photos with
your name(s)
endorsed
behind here

FORM -ARC-FF-01

APPLICATION FOR REGISTRATION AS AN ARCHITECTURAL FIRM ON THE ARC TEMPORARY REGISTER

A. FIRM'S DATA

1. Name of Firm in full

2. Professional License Registration Number (Home).....

| Type of Business (sole ownership, partnership, company, etc.) | Business Registration Number | Place of Issue | Date of Issue | Expiry Date |
|---|------------------------------|----------------|---------------|-------------|
| | | | | |

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

4. Main Office Location in Ghana

5. Tel No(s)

6. E-mail

7. Location and Mailing Address of Firm's Home Office

8. Professional Area(s) of interest / specialisation:

B. DATA ON FIRM'S PRINCIPAL ARCHITECT(S) / PARTNER(S) / DIRECTOR(S)

(i) For Non-Ghanaian

1.

| | | |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Surname | First Name | Middle Name |

2.

| | | |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Designation | Profession | Shareholding Value |

3. Responsibilities

4. Sex M/F 5. Date of Birth

6. Nationality

| Document | Number | Place of Issue | Date of Issue | Expiry Date |
|---------------------|--------|----------------|---------------|-------------|
| 7. Driver's License | | | | |
| 8. Passport | | | | |
| 9. Resident Permit | | | | |
| 10. Work Permit | | | | |

11. Architect's License Number (Home Country)..... 12. Date of Issue

13. Issuing Body 14. Date of Expiry

15. Professional Area(s) of interest /specialisation:

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

17. Location and Mailing Address of Firm's Home Office

18. Tel No(s) 19. E-mail

20. Signature:.....

(ii) For Non-Ghanaian

1.

| | | |
|---------|------------|-------------|
| | | |
| Surname | First Name | Middle Name |

2.

| | | |
|-------------|------------|--------------------|
| | | |
| Designation | Profession | Shareholding Value |

3. Responsibilities

7. Sex M/F 8. Date of Birth 9. Nationality

| Document | Number | Place of Issue | Date of Issue | Expiry Date |
|---------------------|--------|----------------|---------------|-------------|
| 7. Driver's License | | | | |
| 8. Passport | | | | |
| 9. Resident Permit | | | | |
| 10. Work Permit | | | | |

11. Architect's License Number (Home Country)..... 12. Date of Issue

13. Issuing Body 14. Date of Expiry

15. Professional Area(s) of interest /specialisation:

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

19. Location and Mailing Address of Firm's Home Office

20. Tel No(s)

19. E-mail

20. Signature:.....

(iii) For Ghanaian

1.

| | | |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Surname | First Name | Middle Name |

2.

| | | |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Designation | Profession | Shareholding Value |

3. Responsibilities

4. Sex M/F 5. Date of Birth 6. Nationality

| Document | Number | Place of Issue | Date of Issue | Expiry Date |
|---------------------|--------|----------------|---------------|-------------|
| 7. Driver's License | | | | |
| 8. Passport | | | | |

9. Architect's License Number

10. Tel No(s)

11. E-mail

12. Signature:.....

(iv) For Ghanaian

1.

| | | |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Surname | First Name | Middle Name |

2.

| | | |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Designation | Profession | Shareholding Value |

3. Responsibilities

7. Sex M/F 8. Date of Birth 9. Nationality

| Document | Number | Place of Issue | Date of Issue | Expiry Date |
|---------------------|--------|----------------|---------------|-------------|
| 7. Driver's License | | | | |
| 8. Passport | | | | |

10. Architect's License Number

10. Tel No(s)

11. E-mail

12. Signature:.....

C. DETAILS OF PROPOSED PROJECT

1. Project Name

2. Project Location

3. Project description

4. Client's Name:

5. Client's Contact:

6. Project Duration

7. Commencement Date:

8. Completion Date:

D. DETAILS OF LOCAL PARTNER/COUNTERPART

| | Name of Firm/Counterpart | Firm's ARC Reg. No. | Office Location |
|----|---------------------------------|------------------------------------|------------------------|
| 1. | | | |
| 2. | | | |

E. 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:

F. CERTIFICATION STATEMENT

I/We.....declare that I/we have never been found guilty of any criminal offence. I/We 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/We understand that any misrepresentation made by me/us in this application may be cause for refusal or revoking of registration. I/We further undertake to abide by the statutes, laws and regulations governing architectural practice in Ghana.

Signed:

Date:

Signed:

Date:

Signed (counterpart firm/principal)

Date:

In pursuance of this application I/We enclose a covering letter with the following attachments, all translated into English:

- Copy of company profile
- CV(s) of firm’s representatives (mentioned above), Certified Copies 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 to GCB Bank A/C No: **1141130001204**

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: