

# 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

## FORM-ARC-FA-01

### **REGISTRATION OF AN 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.

Section 10 and 11 of the Architects Act 1969 talks about Qualifications and Disqualifications respectively. In accordance with Section 14 of the ARC byelaws, a foreign Architectural Firm/Architect undertaking any specific project in Ghana must (1) associate with a fully registered local Architectural Firm/Architect in good standing, (2) and shall be registered through due process on the temporary register of Architects/Firms of the Architects Registration Council.

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

Below are the conditions/requirements for the process.

### **REQUIREMENTS**

#### **Initial Registration:**

1. Applicant must be a registered Architect in his/her home country with a valid Annual Practicing License/Certificate as of the time of registration.
2. Applicant must have an Offer Letter/Contract to carry out a project in Ghana.
3. A Foreign Architect 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 Architects/Partners/Directors.
  - b) Certificate for Registration of Business for the Local Partner Firm(s).
  - c) Two passport-size pictures of Principal Architects/Partners/Directors.
  - d) Academic certificates of Principal Architects/Partners/Directors.

- e) Two letters of reference (one (1) should be from the counterpart Architect/Architectural Firm in Ghana).
- f) Details of documentation of the project to be executed in Ghana.
  - i. Project Title
  - ii. Relevant information on the Client
  - iii. Project Duration
  - iv. Project Estimate
  - v. Any other relevant information on the Project

7. Fees towards temporary registration of an individual Architect are as follows;

- a) \$2,500.00 application fee upon submission of application documents.

### **Renewal Requirements**

All approved registrations are subject to annual renewals or upgrade in the standing register after passing the Professional Practice Examination (PPE).

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 the 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**.

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Staple 2  
Passport Size  
Photos with  
your name  
endorsed  
behind here

**FORM-ARC-FA-01**

## APPLICATION FOR REGISTRATION AS AN ARCHITECT ON THE TEMPORARY REGISTER

### A. PERSONAL DATA

1. Name in Full

Surname	First Name	Middle Name(s)

2. Male  Female

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

4. Date of Birth

5. Place of Birth

6. Nationality

#### Personal Identification Document

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

#### Architectural Licensure Details

	Issuing Body	Registration Number	Place of Issue	Date of Issue	Expiry Date
10.					
11.					

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

.....

13. Tel No(s)

14. E-mail

15. Home/Permanent Address : .....

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**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(S)/ REGISTRATION**

S/N	INSTITUTION	REGISTRATION NUMBER	DATE
1.			
2.			

**D. DETAILS OF THE 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

16. Tel No(s)

17. 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 cover 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(s) with Local Partner/Counterpart (with clear terms of reference)
- Receipt of Registration Fee(s) paid

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**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: .....

