

SAMPLE

**Account of Practical Experience
Application for Inclusion in the Authorized Persons' Register**

I hereby declare that the records of my practical experience listed below are true and correct.

Name of Applicant and Signature with Date *

7.02- present	ABC Architects Ltd.
	As Senior Architect involved in:
8.03 – present	<ol style="list-style-type: none"> 1. Hotel development, No. X Canton Road, Tsimshatsui, K.I.L. 1111 (30-storey tower over 3-storey podium) <ul style="list-style-type: none"> - site investigation - site formation - negotiation with Lands Department and Planning Department on lease and planning matters - co-ordination with geotechnical and E&M consultants - submission of site formation and building plans to Buildings Department (BD) for approval - attending site inspections with BD and Geotechnical Engineering Office (GEO).
7.02-8.03	<ol style="list-style-type: none"> 2. Office/Commercial development at No. X Queen's Road Central (26 storeys) <ul style="list-style-type: none"> - preparation of building, drainage and demolition plans - co-ordination with RSE and E&M consultants - submission of building, drainage and demolition plans to BD for approval - site inspections - attending Occupation Permit (OP) inspections with Fire Services Department (FSD) and BD.
Employer's Certification	
I hereby certify that the record of practical experience of the applicant, Mr. XXX listed above is true and correct.	
Name:	Signature*:
Capacity: e.g. Director	Company Name : ABC Architects Ltd.
Company Address:	Telephone Number:
Company Chop:	Date:
Registration No.:	API xx/xx
1.00- 7.02	DEF Department, Government of the HKSAR.
	As Architect involved in:
1.00 – 7.02	<ol style="list-style-type: none"> 1. Alteration and addition works of school at No. X Lockhart Road, H.K. <ul style="list-style-type: none"> - preparation of building and drainage plans - co-ordination with geotechnical and E&M consultants - site inspections, and attending site inspections with other departments.
Employer's Certification	
I hereby certify that the record of practical experience of the applicant, Mr. XXX listed above is true and correct.	
Name:	Signature*:
Post: e.g. Chief Architect	Department and Section/Unit: DEF Department, New Works Section
Office Address:	Telephone Number:
	Date:
8.95- 1.00	GHI Associates, Architects (HK) Ltd.
	As Assistant Architect involved in:
8.95 – 1.00	<ol style="list-style-type: none"> 1. Composite building at No. X Robinson Road(26-storey domestic tower over 3-storey commercial podium) <ul style="list-style-type: none"> - preparation of plans, submission of building plans to BD for approval - site inspections - attending OP inspection with FSD & BD.

*** If more than one sheet is used, the applicant and the relevant employers should sign on each sheet.**