

ARCHITECTS' REGISTRATION ACT
(Cap. 61:08)

ARCHITECTS' REGISTRATION REGULATIONS, 2015
(Published on 14th September, 2015)

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SCHEDULE

IN EXERCISE of the powers conferred on the Minister of Infrastructure, Science and Technology by section 51 of the Architects' Registration Act, the following Regulations are hereby made —

- Citation **1.** These Regulations may be cited as the Architects' Registration Regulations, 2015.
- Interpretation **2.** In these Regulations, unless the context otherwise requires —
“Board” means a Board of Trustees appointed under regulation 17;
“certificate of registration” means a certificate issued under regulation 5;
“Fund” has the meaning assigned to it under regulation 15; and
“practising certificate” means a certificate issued under regulation 12.

Part II — *Application for Registration*

- Application for registration **3.** (1) A person who is resident in Botswana and is desirous to be registered in the architectural profession shall apply to the Architects' Registration Council to be registered as an —
(a) architect;
(b) architectural technologist; or
(c) architectural draftsman.
- (2) An applicant for registration under subregulation (1) as —
(a) an architect shall have —
(i) obtained a professional degree in architecture, a total duration of full time study of which shall be a minimum of five years,
(ii) performed the work of an architect and gained experience on at least two projects, one of which shall be of sufficient nature to demonstrate competency to serve the public as an architect, and
(iii) a total period of experience of not less than two years after completion of study;
(b) an architectural technologist shall have —
(i) obtained a degree or diploma in architecture, architectural or construction technology, the total duration of full time study of which shall be a minimum of three years,
(ii) performed the work of an architect and gained experience on at least two projects, one of which shall have been under the supervision of an architect, and
(iii) a total period of experience of not less than two years after completion of study; or
(c) an architectural draftsman shall have —
(i) obtained a certificate in architectural or building technology and draftsmanship, the total duration of full time study of which shall be a minimum of two years,

- (ii) performed the work of an architect and gained experience on at least two projects, one of which shall have been under the supervision of an architect or architectural technologist, and
- (iii) a total period of experience of not less than two years after completion of study.

(3) An application for registration under this regulation shall be in Form 1 set out in Schedule 1 and shall be accompanied by a non-refundable application fee set out in Schedule 2.

(4) Notwithstanding subregulation (1) and (2), a person may apply to the Council for registration as an architect, architectural technologist or architectural draftsman where he or she has prior to publication of these Regulations been a member of an institution of architectural professionals, the membership of which is recognised by the Council as furnishing a sufficient guarantee of the required academic knowledge of, and practical experience in architecture.

(5) The Council may, for purposes of ascertaining whether an applicant for registration under this regulation meets the minimum qualifications for registration, prescribe an examination and invite such applicant to take such examination.

4. (1) The Council may, where it is satisfied that an applicant for registration meets the requirements of section 23, direct the Registrar to register the applicant upon payment of registration fee set out in Schedule 2. Registration

(2) Where the Council is not satisfied that an applicant meets the requirements of section 23, it shall reject the application and notify the applicant, in writing, stating the reasons for the rejection.

5. (1) The Registrar shall issue an architect, architectural technologist or architectural draftsman with a certificate of registration upon registration or restoration of name to the register. Certificate of registration

(2) The certificate of registration shall be in Form 2 set out in Schedule 1 and shall have the name of the bearer and his or her category of registration.

6. An application for temporary registration under section 25 shall be in Form 3 set out in Schedule 1 and shall be accompanied by — Temporary registration

- (a) a certificate of any qualification on which the applicant relies for registration, or a certified copy thereof;
- (b) certified copy of identity card, passport or any evidence of identity and other evidence or information as may be required by the Council; and
- (c) a non-refundable application fee set out in Schedule 2.

7. (1) The Council may, where it is satisfied that the applicant for temporary registration meets the requirements of section 25, direct the Registrar to register the applicant and issue him or her with a certificate of temporary registration upon payment of registration fee set out in Schedule 2. Issue of certificate of temporary registration

(2) A certificate of temporary registration issued under this regulation shall be in Form 4 set out in Schedule 1.

(3) A certificate of temporary registration issued under this regulation shall be for a specific project and shall expire at original date of completion of such project.

8. (1) Any person issued with a certificate of temporary registration under these Regulations shall, immediately notify the Council in writing should — Duty to notify Council about increase in cost and floor area

- (a) the scope of the project for which he or she was temporarily registered to undertake increase by more than 10 per cent of the total construction cost or gross floor area; or
 - (b) it be apparent that the project will not be completed as originally scheduled.
- (2) A written notification under subregulation (1) shall outline —
- (a) the original date of practical completion of the project;
 - (b) the current scope of the project, outlining its components, total gross floor area, cost report and estimated final accounts;
 - (c) the reasons for the delay in completing the project;
 - (d) revised date of practical completion;
 - (e) risks identified and definitive action to be undertaken to control risks and avoid further delays; and
 - (f) any other pertinent information.

(3) A person who fails to comply with the provisions of subregulation (1) commits an offence and shall be liable to a fine not exceeding P2 000.

Extension of temporary registration

9. The Council may, where it considers it necessary on receipt of a written notification under regulation 8, direct the Registrar to extend temporary registration for a period as may be stipulated to enable proper completion and commissioning of the project.

Inspection of the register

10. The register for architects, architectural technologists and architectural draftspersons shall be open for inspection by any member of the public upon payment of inspection fee of P50.

Part III — *Practising Certificate*

Application for practising certificate

11. (1) A registered architect, architectural technologist or architectural draftsperson who intends to practise or manage the performance of the work of an architect shall apply to the Council for a practising certificate authorising him or her to practise or manage the performance of the work of an architect in the category of architectural profession in which he or she has been registered.

(2) An application under subregulation (1) shall be in Form 5 set out in Schedule 1 and shall be accompanied by —

- (a) a declaration in writing stating —
 - (i) the names of the applicant, and
 - (ii) the applicant's principal address or any addresses at which he practises or intends to practise in Botswana;
- (b) a copy of certificate of registration of the applicant; and
- (c) fees set out in Schedule 2.

(3) The Council may upon receipt of an application under subregulation (1), issue to an architect, architectural technologist or architectural draftsperson a practising certificate authorising such architect, architectural technologist or architectural draftsperson to engage in architectural work within his or her category of registration during the period or duration of the project for which the certificate is issued.

(4) Notwithstanding the provision of subregulation (3), a person shall be eligible to apply for a practising certificate if —

- (a) he or she has been —

- (i) in charge of the management of the performance of the work of an architect on at least one project during the year preceding an application under subregulation (1), or
- (ii) issued with a certificate of temporary registration;
- (b) he or she has performed or is in the process of performing the work of an architect during that year on at least one project; or
- (c) he or she has during the year preceding the application earned a minimum of 60 Continuing Professional Development Points in line with the Continuing Professional Development Program set out in Schedule 3.

12. (1) The Council may, within 30 days of receipt of an application, direct the Registrar to issue a practising certificate in Form 6 set out in Schedule 1 to an architect, architectural technologist or architectural draftsman, if the Registrar is satisfied that —

Issue of practising certificate

- (a) the applicant is registered under regulations 4 and 6;
- (b) the applicant is not suspended from practice;
- (c) the applicant has paid the annual subscription fee set out in Schedule 2;
- (d) the applicant has obtained a Fidelity Fund Certificate under regulation 19; and
- (e) has paid, if any, all administrative fines imposed on him or her under section 49 (5).

(2) A person issued with a practising certificate under subregulation (1) may, for purposes of marketing himself or herself use the title ‘Arch. BW’ in case of an architect, ‘Arch. Tech. BW’ in case of an architectural technologist or ‘Arch. Draft. BW’ in case of an architectural draftsman.

13. (1) A practising certificate issued under these Regulations shall have effect from the beginning of the day on which it was issued, and that date shall be entered by the Registrar in the register.

Expiry of certificate of registration

(2) Subject to subregulation (3), a practicing certificate shall expire at the end of 12 months from the date of issue or in case of temporary registration at the original date of completion of the project.

(3) Where the name of an architect, architectural technologist or architectural draftsman is removed from the register, any practicing certificate of such architect, architectural technologist or architectural draftsman for the time being in force shall expire forthwith and the date of such expiration shall be entered in the register.

14. An architect, architectural technologist or architectural draftsman registered under these Regulations shall exhibit, and keep exhibited, in a prominent place on the business premises, the certificate of registration and practising certificate.

Display of certificate of registration and practising certificate

Part IV — Fidelity Fund

15. (1) There shall be established and maintained by the Council a fund to be known as the Fidelity Fund (in this Part referred to as “the Fund”) to be administered in accordance with this Part.

Establishment of Fidelity Fund

(2) Every practising architect, architectural technologist or architectural draftsman shall be a member of the Fund.

Fund to vest
in Board of
Trustees

16. (1) The Fund shall vest in and be administered by a Board of Trustees who shall hold the Fund on trust for the purpose of compensating any person who has sustained loss or hardship in consequence of professional negligence on the part of a practising architect, architectural technologist or architectural draftsman, or of any employee of a practising architect, architectural technologist or architectural draftsman, in connection with that architect, architectural technologist or architectural draftsman's practice.

(2) An application for compensation under these Regulations shall be submitted to the Registrar.

Appointment
of Board of
Trustees

17. (1) The Board shall consist of three persons appointed by the Council, namely —

(a) two registered members of the architectural profession who are of at least 10 years standing as architects; and

(b) an accountant practising in Botswana who is a member of the Botswana Institute of Chartered Accountants established by the Accountants Act.

Cap. 61:05

(2) The Council may, in respect of each member appointed by it under subregulation (1), where a member's appointment becomes vacant, appoint an alternate member with the same qualifications as the member appointed under subregulation (1).

(3) The members of the Board shall hold office for a period of three years from the date of appointment.

(4) The Registrar of the Council shall be Secretary of the Board.

(5) The Board shall annually elect a chairperson from amongst the members of the Board.

(6) If the chairperson is absent from any meeting, the Board shall elect a person from among its number to chair the meeting.

(7) The Board shall meet at such times and places as it or its chairperson may determine from time to time.

(8) The Board shall regulate its own proceedings.

Application for
Fidelity Fund
Certificate

18. Any person intending to apply for a practising certificate shall, prior to doing so, apply to the Registrar for a Fidelity Fund Certificate.

Issue of
Fidelity Fund
Certificate

19. The Registrar shall issue a Fidelity Fund Certificate in Form 8 set out in Schedule 1 to a person who applies for one if the Registrar is satisfied that the applicant's name is on the register and such applicant is not suspended from practice.

Contribution to
Fund

20. (1) A fee of P200 shall be paid to the Registrar in respect of each Fidelity Fund Certificate issued under these Regulations.

(2) Notwithstanding the provision of subregulation (1), a practising architect, architectural technologist or architectural draftsman shall pay into the Fund in respect of each project, fees set out in Schedule 2.

Investment of
funds
Cap. 46:04
Cap. 43:03

21. The Board may invest in any interest bearing account with any bank licensed under the Banking Act, or in any building society registered under the Building Societies Act or in any Government securities, any moneys which form part of the Fund and are not immediately required for any other purpose provided for by this Part.

Accounts to be
kept

22. (1) The Board shall cause proper accounts of the Fund to be kept and audited by a chartered accountant appointed by the Council.

(2) The chartered accountant referred to under subregulation (1) shall be a member of the Botswana Institute of Chartered Accountants established by the Accountants Act.

(3) The chartered accountant under subregulation (1) shall not be a member of the Board or a partner, employee or spouse of any member of the Board.

(4) The chartered accountant shall, within three months of the end of each financial year of the Council, present audited accounts as at 31st December of the preceding year to the Board.

23. (1) The Board may enter into a contract with any person or company carrying on fidelity insurance business in Botswana whereby the Fund will be indemnified to the extent and in the manner provided in such contract against liability to pay claims under this Part.

Professional indemnity

(2) A contract referred to under subregulation (1) shall be entered into in respect of practising architects, architectural technologists and architectural draftspeople.

(3) A person claiming against the Fund shall not have —

- (a) any right of action against any person or company with whom a contract of indemnity has been entered in terms of this regulation in respect of such contract; or
- (b) any right to any money paid by person or company carrying on fidelity insurance business in Botswana in accordance with such contract.

(4) Money paid by a person or company carrying on fidelity insurance business in Botswana in accordance with a contract referred to under subregulation (1) shall be paid into the Fund for appropriation by the Board.

24. There shall be carried to the credit of the Fund —

Moneys to credit of Fund

- (a) all payments made to the Registrar in pursuance of regulation 20 (2);
- (b) all interest, dividends and other income and accretions of capital arising from the investment of the Fund or any part thereof;
- (c) the proceeds of any realisation of any investment of the Fund;
- (d) all sums received by the Board under any contract of indemnity effected by the Board under regulation 23;
- (e) all sums received by the Board as a result of its subrogation under these Regulations; and
- (f) any other moneys which may belong or accrue to the Fund or be received by the Council for the Fund.

25. All moneys forming part of the Fund and all investments of the Fund shall be applied —

Application of Fund

- (a) to payment of any costs, charges and expenses of establishing, maintaining, administering and operating the Fund;
- (b) to payment of any premiums on assurances effected by the Board under regulation 23;
- (c) to payment of any grant which the Board may make under the Regulations; and
- (d) to payment of any other sums properly payable out of the Fund by virtue of the provisions of this Part.

26. (1) Where it is proved to the satisfaction of the Board that any person has sustained loss or hardship in consequence of professional negligence referred to in regulation 16, the Board may make a grant to that person out of the Fund for the purpose of relieving or mitigating that loss or hardship.

Payment of compensation for loss due to dishonesty

(2) On the making by the Board of any grant under this regulation to any person in respect of any loss the Board shall, to the amount of that grant, be subrogated to any rights and remedies in respect of that loss of the person to whom the grant is made.

(3) For the purposes of subregulation (2), reference to the person to whom the grant is made includes, in the event of his or her death, insolvency or other disability, his or her personal representative or any other person having authority to administer his or her estate.

Part V — Miscellaneous

Submission of end-of-activity report

27. (1) A practising architect, architectural technologist or architectural draftsman shall submit an end-of-activity report to the Council at the end of the original building contract for practical completion.

(2) An end-of-activity report under subregulation (1) shall be in Form 7 set out in Schedule 1.

Architectural professionals bound by a Code of Ethics

28. Architects, architectural technologists and architectural draftspersons shall, in performing the work of an architect be bound by a Code of Conduct and Ethics as may be determined by the Council and approved by the Minister.

Display of notice-boards on site

29. (1) An architect, architectural technologist or architectural draftsman shall, if contracted to offer post contract services, display —

- (a) his or her names,
- (b) his or her registration number, and
- (c) the names and addresses of the project sponsor,

on a notice-board erected within the project site in a manner visible from a distance of 15 metres.

(2) It shall be *prima-facie* evidence that an architect, architectural technologist or architectural draftsman whose names and registration number appears on a notice-board under subregulation (1), is the architect, architectural technologist or architectural draftsman in charge of the performance in that site of the work of an architect.

(3) A notice-board erected within a project site under subregulation (1) shall be removed on completion of the project.

Transitional provisions

30. (1) Any person who at the time of publication of these Regulations is in the process of performing the work of an architect for which construction has commenced on site shall, within 60 days from publication of these Regulations, submit to the Council information in writing in respect of all work of an architect for which he or she seeks exemption from the requirements of these Regulations.

(2) Information submitted under subregulation (1) shall include —

- (a) the name of architect, architectural technologist or architectural draftsman in charge of the performance of the work of an architect;
- (b) name and contact details of the project sponsor;
- (c) description and location of the project;
- (d) gross floor area and total construction cost of the project;
- (e) date of commencement on site and date of practical completion;
- (f) local resources deployed on the project including —

- (i) staff compliment, number, qualification and experience,
- (ii) office facilities and professional indemnity insurance, and
- (iii) limit of cover, and validity period of cover; and
- (g) any other pertinent information.

(3) The Council shall within 30 days of receipt of information under subregulation (1) issue, to any person a letter of exemption on such conditions as the Council may determine enabling such person to complete the work of an architect as specified in the information submitted to the Council.

(4) An exemption under this regulation shall be for a specific project and shall be for a period stipulated in the letter of exemption.

SCHEDULES

SCHEDULE 1

FORM 1

ARCHITECTS' REGISTRATION COUNCIL

APPLICATION FOR REGISTRATION

(reg. 3 (3))

Part 1. Particulars of the applicant; (attach certified copies of identity documents to the application)

Category of registration. Please indicate

1. Architect
2. Architectural Technologist
3. Architectural Draftsperson

Surname:		Name:		Middle Name (If any):	
Gender: M <input type="checkbox"/>	F <input type="checkbox"/>	Postal Address:		Physical Address:	
Date of Birth (dd/mm/yy):		Nationality (State country):		Nationality of Passport:	
Place of Birth:		Omang Number:		Passport Number:	
Work Tel.:				Fax No.:	
Cell No.:				Email:	

NB. Correspondence from the Council will be sent by registered mail to the Postal Address.

Part 2. Academic record (attach certified copies of certificates and transcripts to the application).

(a) Title of diploma/degree course attended, e.g. B.Arch, M.Arch, e.t.c.	(b) Duration of the course in years	(c) Year of commencement	(d) Year of completion

(e) Academic institution attended and contact details:

Name:

Postal address:

Email address of the institution:

Part 3. Valid membership to professional organisations (attach certified copies of proof of membership to the application).

Name of Organisation	Country	Membership Number	Type of membership, e.g. full member, associate, e.t.c.	Date accepted as a member

Part 4. Valid professional registration or licence to practice in a foreign country (attach certified copies as proof of registration).

(a) Registration details

Name of the registration Body	Country	Registration Number	Date of registration

(b) Briefly state the requirements or competency levels you had to satisfy to obtain professional registration or licence in a foreign country.

Part 5. Professional experience

Please provide information, in respect of at least two projects, that sufficiently illustrate your professional experience. Please provide portfolio of such work.

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.....

Part 6. Please answer the following questions:

(a) Have you at any time, inside or outside Botswana, been removed from an office of trust on account of improper conduct? Yes No (Please tick appropriate box)

(b) Have you ever been convicted of extortion, bribery, theft, fraud, perjury or forgery and sentenced without the option of a fine? Yes No (Please tick appropriate box)

Part 7. Declaration:

I hereby declare that the information provided above is, to the best of my knowledge, true and accurate.

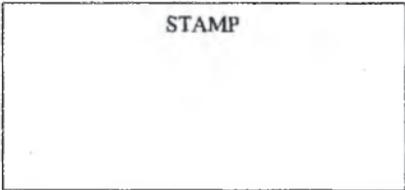
I have read the Architects' Registration Act, Cap. 61:08, Laws of Botswana and undertake to be bound by it, including amendments thereto and by any Regulations that may be issued by the Council from time to time in accordance with the said Act as latest amended.

Enclosed are: (Please tick appropriate box)

- | | | | |
|-------------------------|--------------------------|---------------------------------------|--------------------------|
| A: Remittances | <input type="checkbox"/> | B. Certified Copies of Qualifications | <input type="checkbox"/> |
| C. Evidence of identity | <input type="checkbox"/> | D. Record of Professional Experience | <input type="checkbox"/> |

Applicant's Signature: _____ Date: _____

Commissioner of Oaths (signature): _____ Date: _____



FOR OFFICIAL USE:

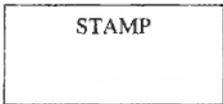
Date Received: _____ Registrar's Signature: _____

Council's Decision: _____ Date: _____

Applicant Informed: _____ Reg. No.: _____

Remittances: _____

Remarks: _____



ARCHITECTS' REGISTRATION COUNCIL

FORM 1 ANNEXURES

RECORD OF PROFESSIONAL EXPERIENCE

To be completed in uppercase and in black ink

Part 1. Project details

Note

Application for registration

At least two projects by which actual performance of the work of an Architect can be demonstrated, one of which shall be a complex project.

Application for practising certificate

At least one project by which actual performance or management of the performance of the work of an Architect can be demonstrated.

(a) Project Number _____ (Please insert a number, starting with the most recent project).

Name of Project and location	Name of client/Project Sponsor and Address	Total Gross Floor area	Construction Cost	Date of Commencement of service (month and year)	Date of Completion of service (month and year)

(b) Please provide a full list, and a brief narrative, of the project components, e.g. administration block, laboratory, etc.

(c) Please rate the project as Simple Neither Simple nor Complex Or Complex
(The Council reserves its right to classify the project as Simple, Neither Simple nor Complex, or Complex)

(d) Briefly describe the role(s) and duties you performed in the project (pre and post-contract).

Pre-contract:

Post-contract:

(e) Name and contact details of a registered architect, who has agreed to act as a referee and as evidence of the performance of your duty:

Part 2. Declaration:

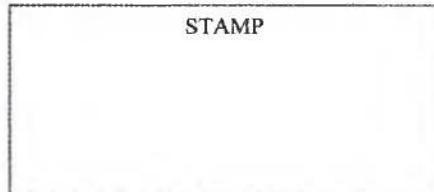
I hereby declare that the information provided above is, to the best of my knowledge, true and accurate.

Applicant's Name in Full: _____

Applicant's Signature: _____ Date: _____

Supervising Architect's Signature: _____ Date: _____

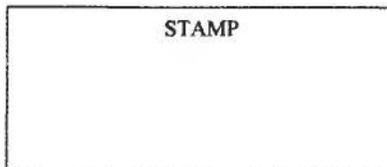
Commissioner of Oaths (signature): _____ Date: _____



FOR OFFICIAL USE:

Date Received: _____

Registrar's Signature: _____



FORM 2

ARCHITECTS' REGISTRATION COUNCIL
CERTIFICATE OF REGISTRATION
(reg. 5 (2))

This to certify that

is duly registered as

In terms of the ARCHITECTS' REGISTRATION ACT, Cap. 61:08 (Laws of Botswana) and
in witness whereof the Seal of
the ARCHITECTS' REGISTRATION COUNCIL is hereto affixed



Registrar:

Chairperson:

Date:

Registration Number:

FORM 3

ARCHITECTS' REGISTRATION COUNCIL

APPLICATION FOR TEMPORARY REGISTRATION

(reg. 6)

Part 1. Particulars of the applicant: (attach certified copies of identity document to the application).

Category of registration. Please indicate

1. Architect

2. Architectural Technologist

3. Architectural Draftsperson

Surname:		Name:		Middle Name:
Gender: M <input type="checkbox"/>	F <input type="checkbox"/>	Current Postal Address:	Postal Address in Botswana:	
(Please tick the appropriate box)				
Date of Birth (dd/mm/yy):	Nationality (State country):		Nationality of Passport:	
Place of birth:	National Identity Number:		Passport Number:	
Work Tel.:			Fax Number:	
Mobile Number (current country of residence):			Email:	

Correspondence from the Council will be sent by registered mail to current Postal Address.

Part 2. Academic record (attach certified copies of certificates and transcripts to the application)

(a) Title of diploma/degree course attended, e.g. B.Arch, M.Arch, e.t.c.	(b) Duration of the course in years	(c) Year of commencement	(d) Year of completion

(e) Academic institution attended and contact details:

Name:

Postal address:

Email address of the institution:

Part 3. Valid membership to professional organisations (attach certified copies to the application).

Name of Organisation	Membership Number	Type of membership, e.g. full member, associate, e.t.c.	Date accepted as a member

Part 4. Valid professional registration and/or licence to practice in a foreign country (Certified copies shall be attached to the application).

(a) Registration Details

Name of the Registration Body	Country	Registration Number	Date of Registration

(b) Briefly state the requirements and/or competency levels you had to satisfy to obtain professional registration and/or licence in a foreign country.

Part 5. Evidence of current practice as an architect, architectural technologist or architectural draftsman.

Are you currently an architect, architectural technologist or architectural draftsman in practice in your country of residence? Please tick appropriate box. Yes No
 If so, please provide information on the project(s) for which you were recently or are currently and directly responsible for as an architect and the roles you are performing.

Part 6. Experience

Please provide, information in respect of at least two projects for which you were directly in charge of as an architect, architectural technologist or architectural draftsman in the last five years.

Part 7. Nature of engagement and project details

Please state whether you are applying to perform the work of an architect, for gain, in your own capacity or on behalf of a firm, organisation or body corporate.

(a) Nature of engagement

Own capacity <input type="checkbox"/>	On behalf of firm/organisation/body corporate <input type="checkbox"/>
Name of Project Sponsor:	Name of firm/body corporate or organisation:
Postal address of Project Sponsor:	Physical Address:
Contact telephone of Client/Project Sponsor:	Full name and contact details of the principal of the firm/body corporate or organisation:

(b) Project details

(i) Please provide details in respect of the specific project for which you are expected to perform work as an architect, architectural technologist or architectural draftsman.

Name of Project and Location	Name of Project Sponsor and address	Total Gross floor area	Estimated cost (attach a certified copy of an estimate by a professional Quantity Surveyor)	Anticipated date of commencement of service	Total Professional fee payable Excluding VAT	Anticipated date of completion of service

(ii) Please provide a full list and a brief narrative of the project components, e.g. administration block, laboratory, etc:

(iii) Please rate the project as Simple Neither Simple nor Complex Or Complex
(The Council reserves its right to classify the project as Simple, Neither Simple nor Complex, or Complex)

(iv) Please indicate the nature of the service:

Pre-contract Post-contract

(v) Briefly describe the role(s) and duties you are expected to perform in the project (pre and/or post-contact):

Pre-contract:

Post-contract:

Part 8. Declaration:

I hereby declare that the information provided above is, to the best of my knowledge, true and accurate.

I have read the Architects' Registration Act, Cap. 61:08, Laws of Botswana and undertake to be bound by it, including amendments thereto and by any Regulations as may be made by the Minister and any Rules which may be issued by the Council, from time to time, in accordance with the said Act.

Enclosed are: (Please tick appropriate box)

- | | | | |
|-------------------------|--------------------------|---------------------------------------|--------------------------|
| A: Remittance | <input type="checkbox"/> | B: Certified Copies of Qualifications | <input type="checkbox"/> |
| C: Evidence of identity | <input type="checkbox"/> | D: Record of Professional Experience: | <input type="checkbox"/> |
| E: Details of work | <input type="checkbox"/> | | |

Applicant's Signature: _____ Date: _____

Signature of Commissioner of Oaths: _____ Date: _____

FOR OFFICIAL USE:

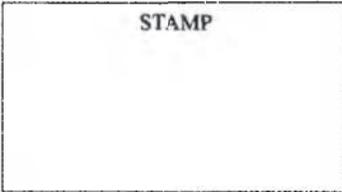
Date Received: _____ Registrar's Signature: _____

Remittance and attachments: _____ Date: _____

Council's decision: _____ Reg. No.: _____

Applicant Informed: _____

Remarks: _____



FORM 3 ANNEXURE
RECORD OF CURRENT PROJECTS

To be completed in uppercase and in black ink

Part 1. List of projects

Please provide information in respect of projects that you were recently or are currently engaged in to perform the work of an architect.

(a) Project details

(i) Project Number: _____ (Please insert a number starting with the most recent project).

Name of Project and location	Name of Client/ Project Sponsor and address	Total Gross Floor Area	Construction Cost (Estimated or Accepted Tender sum whichever is the latest)	Date of Commencement of service (month and year)	Date of Completion of service (month and year)

(ii) Please provide a full list, and a brief narrative, of the project components, e.g. administration block, laboratory, etc.

(iii) Please rate the project as Simple Neither Simple nor Complex or Complex
(The Council reserves its right to classify the project as Simple, Neither Simple nor Complex or Complex)

(iv) Briefly describe the role(s) and duties you are performing in the project (both pre and post-contract):

Pre-contract:

Post-contract:

Name and contact details of the supervising architect (if applicable).

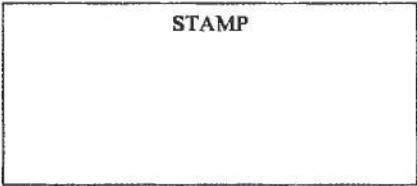
Part 2. Declaration:

I hereby declare that the information provided above is, to the best of my knowledge, true and accurate.

Applicant's Name in Full: _____

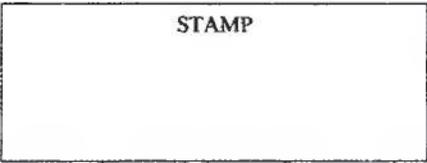
Applicant's Signature: _____ Date: _____

Commissioner of Oaths (signature): _____ Date: _____



FOR OFFICIAL USE:

Date Received: _____ Registrar's Signature: _____



FORM 4

ARCHITECTS' REGISTRATION COUNCIL
CERTIFICATE OF TEMPORARY REGISTRATION
(reg. 7 (2))

This is to certify that

is temporarily registered as an

From _____ **to** _____

in respect of (project) _____.

In terms of the ARCHITECTS' REGISTRATION ACT, CAP. 61:08 (LAWS OF BOTSWANA)
and

in witness whereof the Seal of

the ARCHITECTS' REGISTRATION COUNCIL is hereto affixed



Registrar:

Chairperson:

Date of registration:

Registration Number:

FORM 5

ARCHITECTS' REGISTRATION COUNCIL
APPLICATION FOR PRACTISING CERTIFICATE
(reg. 11 (2))

To be completed in uppercase and in black ink

Part 1. Particulars of the applicant: (attach certified copies of identity document to the application)

Surname:	Name:	Middle Name (If any):
Gender: M <input type="checkbox"/> F <input type="checkbox"/>	Postal Address:	Physical Address
Date of Birth (dd/mm/yy):	Nationality (State country):	Nationality of Passport:
Place of Birth:	Omang Number:	Passport Number:
Work Tel.:	Fax No.:	
Cell No.:	Email:	

NB: Correspondence from the Council will be sent by registered mail to the Postal Address

Part 2.

Category of Practicing Certificate. Please indicate

- 1. Architect
- 2. Architectural Technologist
- 3. Architectural Draftsperson

Part 3.

Evidence of registration by the Architects' Registration Council or regulatory authority in a foreign country (certified copy of Certificate of Registration) shall be attached to the application).

Registration details

Category of Registration	Registration Number	Date of Registration

Part 4.

Nature of Engagement

Please state whether you are applying for a Practising Certificate to perform the work of an architect as a manager of the procurement process or actual performance of such work for gain, in your own capacity or on behalf of a firm, organisation or body corporate.

(a) Nature of engagement

Own capacity <input type="checkbox"/>	On behalf of a firm/organisation/body corporate <input type="checkbox"/>
Name of Project Sponsor: <input type="checkbox"/>	Name of Firm/organisation/body corporate: <input type="checkbox"/>
Postal Address of Project Sponsor:	Physical Address:
Date appointed:	Services to be provided (Tick box) Pre-contract <input type="checkbox"/> Post-contract <input type="checkbox"/>
Contact telephone of Client/Project Sponsor:	Full name and contact details of the principal of the firm/organisation/body corporate:
Management of procurement of service <input type="checkbox"/>	Actual performance of the work of an architect <input type="checkbox"/>

(b) Project details and temporary registration:

If you are granted temporary registration status, please provide details of the project for which you have been engaged and for which you now seek a Practising Certificate.

Name of Project and Location	Name of Project Sponsor and Address	Total Gross floor area	Construction Cost	Date of commencement of service (Month and Year)	Date of completion	Current Project status: (Design concept, Design Development, Technical Documentation, Post Contract)

(c) Evidence of previous or current practice as an architect, architectural technologist or architectural draftsman:

Are you currently an architect in practice in your country of residence? Please tick appropriate box.

Yes No If so, please provide information on at least one (1) project for which you were recently or are currently and directly responsible for as an architect, architectural technologist or architectural draftsman and the role you were or are performing.

(d) record of work/past experience:

Name of Project and Location	Name of Project Sponsor and Address	Total Gross floor area	Construction Cost	Date of commencement of service (Month and Year)	Date of completion	Current Project status: (Design concept, Design Development, Technical Documentation, Post Contract)

Please provide a full list and brief narrative of the project component, e.g. administration block, laboratory, etc:

Please indicate the nature of the service you are or were performing:

Pre-contract Post-contract

Briefly describe the role (s) and duties you are or performed in the project (pre/post-contract):

Pre-Contract:

.....
.....
.....
.....
.....

Post-contract:

.....
.....
.....
.....
.....

Management roles and duties:

.....
.....
.....
.....
.....

Part 5. Information on Continuing Professional Development (CPD)

(Please note that only applicant resident in Botswana may complete this Part)

Please provide information in respect of all accredited CPD courses or seminars you attended during the year preceding your application. Attach proof of attendance.

I have obtained a minimum of points.

Part 6. Resources

Please provide information in respect of resources in Botswana that you have mobilised to perform the work of an architect.

(a) Human resources (Please indicate the numbers thereof)

(i) Architects

(ii) Technologists

(iii) Draftspersons

(iv) Other Please specify: _____

(b) Office facilities (Please give an indication of type, quality and quantity):

(i) CADD workstations and peripherals:

(ii) Reference materials/sources (e.g. Autospec, etc.):

(iii) Other resources (please explain):

(c) Physical address of the office in Botswana where the work of an architect will be undertaken.

(d) Professional Indemnity Insurance (Please submit a certified copy thereof):

(i) Limit of cover: _____

(ii) Policy number: _____

(iii) Name of underwriter: _____

(iv) Underwriter's address and contact _____
Telephone: _____

(v) Date of next renewal: _____

NOTE: The Council reserves the right to request for an increase in the limit of cover where the Council is of the view that the cover is inadequate in relation to the size of the project or value of work being undertaken.

Part 7. Declaration:

I hereby declare that the information provided above, is to the best of my knowledge true and accurate.

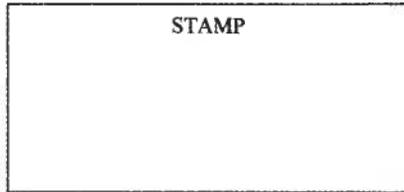
I have read the Architects' Registration Act, Cap. 61:08 and undertake to be bound by it, including amendments thereto.

Enclosed are: (Please tick appropriate box)

- | | | | |
|-------------------------|--------------------------|---------------------------------------|--------------------------|
| A: Remittances | <input type="checkbox"/> | B. Certified Copies of Qualifications | <input type="checkbox"/> |
| C. Evidence of identity | <input type="checkbox"/> | D. Record of Professional Experience: | <input type="checkbox"/> |

Applicant's Signature: _____ Date: _____

Commissioner of Oaths (signature): _____ Date: _____



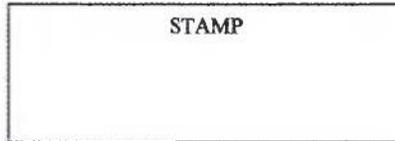
FOR OFFICIAL USE:

Date Received: _____ Registrar's Signature: _____

Council's Decision: _____ Date: _____

Applicant Informed: _____ Reg. No.: _____

Remittances: _____



Remarks:

FORM 6

**ARCHITECTS' REGISTRATION COUNCIL
PRACTISING CERTIFICATE**

(reg. 12)

This is to certify that

is duly registered to practice as

In terms of the ARCHITECTS' REGISTRATION ACT, Cap. 61:08 (Laws of Botswana) and

in witness whereof the Seal of

the ARCHITECTS' REGISTRATION COUNCIL is hereto affixed



Registrar:

Chairperson:

Date:

Registration Number:

ARCHITECTS' REGISTRATION COUNCIL

END-OF-ACTIVITY REPORT

(reg. 27 (2))

Name: _____

Category of registration: _____ Registration Number: _____

Part 1.

Project details

Name of project and project location	Name and postal address of project sponsor	Date of commencement of building contract	Date of practical completion of the building contract	Date of actual practical completion	Original contract value	Amount of anticipated final account as provided by the project quantity surveyor

The Council may request additional information.

Part 2.

Project details

If the practical completion was delayed, briefly outline below in bullet format the causes of the delays. *(Additional pages may be used if necessary)*

Please outline below and in bullet format action that was taken to prevent each cause of delays and the problems encountered. *(Additional Pages may be used if necessary)*

If the final account has significantly exceeded the contract sum (above 10%), outline below and in bullet form the cause of such extra cost and the approximate amounts attributable to each cause. *(Additional Pages may be used if necessary)*

Please indicate, in the tick boxes, information that has been provided as part of the handover of the building/project.

As-built drawings Contact Details of suppliers of specialist materials

User guides and notes on operational aspects and expected performance of systems

Supplier's maintenance manuals

Provide, in brief, any other information, pertaining to the project, you may deem necessary to assist the Council;

FORM 8

ARCHITECTS' REGISTRATION COUNCIL

FIDELITY FUND CERTIFICATE
(reg. 19)

This is to certify that:

.....

is duly registered as an Architect/Architectural Technologist/Architectural Draftsperson, in Botswana, and has duly paid to the Fidelity Fund Annual Contribution for the year ending

.....

as prescribed under regulation 20 of the Architects' Registration Regulations (Cap. 61:08 Sub. Leg.)

THUS MADE UNDER THE COMMON SEAL OF THE ARCHITECTS' REGISTRATION COUNCIL

This day of, 20.....

Registrar:



Chairperson:

**SCHEDULE 2
FEES
Application fees**

(reg. 3 (3))

Category of registration	Amount payable
All categories (Application fee)	300

Registration fees
(reg. 4 (1))

Category of registration	Amount payable
Architect	1750
Architectural Technologist	875
Architectural Draftsperson	450

Temporary Registration fees
(reg. 6 (1) (c))

Category of registration	Amount payable (Pula)
Architect	2500
Architectural technologist	2000
Architectural draftsperson	1500

PRACTISING FEES
(reg. 10 (2))

Category of registration	Amount (Pula) per annum
Architect	3500
Architectural Technologist	3000
Architectural Draftsperson	2500
Temporary Registration	0.05% (per cent) of total construction cost, excluding Value Added Tax

FIDELITY FUND CONTRIBUTION*(reg. 20 (2))*

Total project cost (VAT excluded)	Amount payable into the Fund (Pula)
0 to P3,750 000	P200
P 3,750 001 to P7, 500 000	P450
P P7, 500 001 to P15, 000 000	P1 125
P15, 000 001 to P30 000 000	P2 000
P30 000 001 to P60 000 000	P3 500
P60 000 001 to P120 000 000	P6 000
P120 000 001and above	P10 000

SCHEDULE 3

CONTINUING PROFESSIONAL DEVELOPMENT (CPD)

(reg. 11 (4) (c))

1. CPD PROGRAMS AND POINTS TO BE EARNED:

For purposes of acquiring a Practicing Certificate, a minimum of a total of 60 points shall be earned or accumulated each year. There shall be no limit to the number of points (credits) that can be earned in a year. Points duly earned, in excess of 60 points, may be carried forward to the next year.

Workshops, conferences, short term courses, refresher courses and other such similar courses or activities deemed relevant and appropriate to CPD shall first be subject to the prior approval of the Council or a duly established qualification authority as may be required by laws of the country within which such activity took place.

Where the applicant is claiming points (credits) as an accredited trainer under Program B or C, proof of such accreditation by the relevant qualifications authority shall be submitted with the application.

The Council reserves that right to determine the relevance, to the profession of architecture, of any activity for which points are being claimed,

It shall be the sole responsibility of the applicant or registered person to identify the relevant activities that are approved by the Council through which to earn the required points in order to obtain a Practicing Certificate.

Points may be claimed using the CPD RECORDING FORM and only in accordance with CPD programs as follows;

1.1 Program A: Individual Professional Development:

A skills or knowledge based structured educational activity, related to the field of architecture, and in which a person applying for a Practicing Certificate has taken part in the year preceding the application, in the form of lectures, workshops, conferences, seminar and short term training or refresher courses, facilitated by an accredited trainer in an teaching institution or learning centre that has been accredited by a qualification authority in the Republic of Botswana or in a foreign country.

A minimum of 30 compulsory points towards the acquisition of a Practicing Certificate shall be earned in a year.

A maximum of 50 points, in a year, towards the acquisition of a Practicing Certificate may be claimed from this program.

Points may be claimed in accordance with Table 1.

Table 1

Program Reference and Title	Activity Code	Activities (Key Attributes)	Minimum Total Duration of each activity in hours (1 or multiple sessions)	Points (credits) allocated for each activity	Maximum Points claimable per activity per year	Minimum Points (credits) required in a year
Program A: Candidate Development	A1	Activity without interactive participation by the learner (Applicant)	8	10	10	None
Program A: Candidate Development	A2	Activity with interactive participation by the learner (Applicant)	8	15	30	None
Program A: Candidate Development	A3	Interactive short term new or refresher course with listed learning objectives and outcomes	12	20	20	None
Minimum compulsory points to be earned in a year shall be 30 points. Maximum points that can be claimed in any combination shall be 50 points. Activities under code A2 and A3 which are not interactive shall not be awarded points.						

1.2 Program B: Candidate Development:-

An activity facilitated by an institution or learning centre, which institution or centre is accredited by a qualifications authority in Botswana or in a foreign country and in which a person applying for a practising certificate has directly taken part, in the year preceding the application through;

1. Activity B1: him or her being a lecturer, delivering workshops and facilitating conferences and short term training or refresher courses in the field of architecture or related area of training, as an accredited trainer;
2. Activity B2: As above but with learning objectives/outcomes;

3. **Activity B3:** mentoring of candidates in a work based environment and as part of experience towards registration or internship activities of an accredited architectural training program; or
4. **Activity B4:** the official engagement as an external examiner or invigilator for a professional examination related to architectural training or education.

A maximum of 30 points, in a year, towards the acquisition of a Practicing Certificate may be claimed from this program.

Points may be claimed in accordance with Table 2.

Table 2

Program Reference and Title	Activity Code	Activities (Key Attributes)	Minimum Total Duration of each activity in hours (1 or multiple sessions)	Points (credits) allocated for each activity	Maximum Points claimable per activity per year	Minimum Points (credits) required in a year
Program B: Candidate Development	B1	Activity without learning objectives and interactive participation by the learner	5	10	20	None
Program B: Candidate Development	B2	Activity with learning objectives and interactive participation by the learner and the applicant is an accredited trainer	5	15	30	None
Program B: Candidate Development	B3	Mentoring activities	Not applicable	15	15	None
Program B:	B4	Official	Not	15	15	None

Candidate Development		engagement as an external examiner and invigilation	applicable			
No compulsory points or a minimum number of points are required. A maximum of 30 points can be claimed, in a year towards acquisition of a Practising certificate.						

1.3 Program C: Community Development:

A structured training or development project in which a person applying for a Practising Certificate is or was directly involved, in the year preceding the application, as an expert and in the improvement of the quality of life of communities or the public by;

1. Activity C1: offering expert advice or assistance in the feasibility study, planning, procurement and implementation of public or community projects of an architectural nature;
2. Activity C2: offering expert advice and training of members of the community/public in the planning, procurement and implementation of a public or community project of an architectural nature;
3. Activity C3: being a board member of a voluntary organization, the objects of which are recognised by the Council as contributing to the advancement of the profession of architecture;
4. Activity C4: being officially appointed as a member of the jury to adjudicate on an architectural competition;
5. Activity C5: being officially appointed to assist in the development or assessment and validation of architectural program for purposes of accreditation by a qualification authority.

A maximum of twenty (20) points, in a year, towards the acquisition of a Practising Certificate may be claimed from this program.

Points may be claimed in accordance with Table 3.

Table 3

Program Reference and Title	Activity Code	Activities (Key Attributes)	Minimum Total Duration of each activity in hours (1 or multiple sessions)	Points (credits) allocated for each activity	Maximum Points claimable per activity per year	Minimum Points (credits) required in a year
Program C:	C1	An activity in	200	10	10	None

Candidate Development		public project that does not involve the training of members of the public				
Program C: Candidate Development	C2	An activity involving the training of members of the public and the applicant is an accredited trainer	200	20	20	None
Program C: Candidate Development	C3	Valid membership of a voluntary organisation	Not applicable	20	20	None
Program C: Candidate Development	C4	Adjudication of architectural competitions	Not applicable	10	20	None
Program C: Candidate Development	C5	Development, assessment or validation of architectural educational programs for accreditation	Not applicable	20	20	None
No compulsory points or a minimum number of points are required. Maximum points that can be claimed, in a year, and in any combination towards acquisition of a Practising Certificate shall be 20 points						

1.4 Program D: Individual Academic Development: A knowledge based program or output, relevant to the field of architecture, whereby;

1. **Activity D1:** a person applying for a Practising certificate was admitted in an academic institution accredited by a qualification authority in Botswana or a foreign country, as a scholar at graduate level and in architecture, during the year preceding the application; and/or

2. **Activity D2:** he or she has published refereed professional or technical material or articles, relevant to the field of architecture, during the year preceding the application.

A maximum of twenty five (25) points, in a year, may be claimed from this program.

Points may be claimed in accordance with Table 4.

Table 4

Program Reference and Title	Activity Code	Activities (Key Attributes)	Minimum Total Duration of each activity in hours (1 or multiple sessions)	Points (credits) allocated for each activity	Maximum Points claimable per activity per year	Minimum Points (credits) required in a year
Program D: Candidate Development	D1	Scholarly participation at graduate level	Not applicable	15	15	None
Program D: Candidate Development	D2	Publication of a refereed article	Not applicable	10	10	None
No compulsory points or a minimum number of points are required. Maximum points that can be claimed, in a year, and in any combination towards acquisition of a Practising Certificate shall be 25 points						

CPD RECORDING FORM

Date Received by Registrar _____

Candidate's Full Name: _____

Registration Number _____

Postal Address: _____

Program Reference	Activity Code (Tick box)	Points	Interactive Yes/No (Tick box)		Title of Activity (Workshop, Lecture, etc.)	Start/End Date	Total Hours	Venue or Institution	List of Learning Objectives (to be completed by Facilitator)	Name and contact Telephone of Facilitator, Referee or Program Director	Signature of Facilitator, Referee or Program Director
			Yes	No							
A	A1		Not applicable						Not applicable		
	A2		Yes	No							

	A3			Yes	No								
B	B1			Not applicable								Not applicable	
	B2			Yes	No								
	B3			Not applicable								Not applicable	
	B4			Not applicable								Not applicable	
C	C1			Not applicable								Not applicable	
	C2			Not applicable								Not applicable	
	C3			Not applicable								Not applicable	
	C4			Not applicable								Not applicable	
	C5			Not applicable								Not applicable	
D	D1			Not applicable								Not applicable	
	D2			Not applicable								Not applicable	Not applicable
	Total Points:												

MADE this 8th day of September, 2015.

NONOFO E. MOLEFHI,
*Minister of Infrastructure, Science and
Technology.*