

# **ARCHITECTS (REGISTRATION, ETC.) ACT**

**(Cap. 20 LFN)**

*Commencement: 24th April 1997*

In exercise of the powers conferred upon it by paragraph 2(1) of the First Schedule to the Architects (Registration, Etc.) Act and of all other powers enabling in that behalf the Council hereby makes the following Regulations:

## **PART 1 - QUALIFICATIONS FOR THE REGISTRATION OF ARCHITECTS**

### ***Recognized Qualifications***

- 1 The qualifications obtained from any of the institutions specified in this paragraph shall qualify an architect for registration by the Council, that is -
  - (a) A degree or diploma awarded after a minimum of 5 years full time course from any of the Nigerian Universities or Colleges approved by the Council;
  - (b) Any Commonwealth Association of Architects recognized schools;
  - (c) Any foreign schools which have produced accepted Nigerian Architects; and
  - (d) Such other qualifications as may be approved, from time to time, by the Council.

### ***Sources of Training***

2. The sources of training shall be -
  - (a) An approved professional training accepted by the Council;
  - (b) Certificate of Diploma in Architecture, awarded by an approved professional institution;
  - (c) Full membership of the Institute after passing the Professional Practice Competence Examination; and
  - (d) A minimum of 2 years' post-qualification experience and the passing of the Professional Practice Competence Examination conducted by the Institute.

### ***Character Certification***

3. (1) any person seeking to be registered as a member of the Council shall produce character certification duly signed by any of the following, that is -

- (a) A professional;
- (b) A member of the clergy; and
- (c) A senior civil servant

(2) The character certification shall specify any previous act of professional misconduct.

***Reciprocity***

4. (1) The Council, in registering any person as a member, shall require the following as proof of reciprocity-
- (a) A copy of registration laws existing in the applicant's home country;
  - (b) A letter from the appropriate registration body confirming that Nigerians are registrable in the case of a foreign applicant.
- (2) The terms of reciprocity shall be agreed between the Council and corresponding authority in the applicant's country.
- (3) Citizenship of applicant shall be ascertained.

***Procedures for registration***

- 5 - (1) The procedure for registration with the Council shall be -
- (a) A return of application forms duly completed with attachment (if any) to the Registrar;
  - (b) Photocopies of the following, that is:
    - (i) Ordinary level certificate or its equivalent,
    - (ii) Advance level certificate or its equivalent, (if any),
    - (iii) B.Sc. Arch., MSc Arch certificate or their equivalents,
    - (iv) National Youth Service Corps Discharge Certificate,
    - (v) Evidence of having passed the Institute's Professional Practice Competence Examinations,
    - (vi) Evidence of full membership and registration by the Institute if application is for full registration,
    - (vii) Evidence of having passed the Institute's Final 11 examinations (where school attended is not accredited or recognized),
    - (viii) Evidence of change of name (if applicable).

- (2) The Council shall require the candidates possessing the minimum requirement of credits in G.C.E. 'O' level or its equivalent to include Mathematics, Physics, English Language and any other two subjects but preferably chosen from Fine Arts, Chemistry, Economics and Geography.
- (3) Photocopies of certificates attached to an application shall be endorsed by a member of the Council as follows  
*"Original seen by me"* signed, dated and the seal of the Council shall be affixed by a Council member.
- (4) Statements of results shall not be acceptable.
- (5) The Council reserves the right to contact an applicant's school directly for verification of tenure of study and certificates obtained.
- (6) Applicants who studied abroad shall attach copies of course transcripts to their certificates and a formal letter authorising the school of study to send transcripts to the Council.
- (7) Sponsors and referees columns shall be properly filled.
- (8) Current members of the Council are excluded from filling the sponsor column while sponsors or referees shall be required to state clearly-
  - (a) Their names, addresses (not post office box) and affix the Council's seal;
  - (b) Quoting full registration number and year of registration before signing.
- (9) Sponsors shall have had not less than five years post registration experience with the Council
- (10) Two passport photographs of the applicant shall be endorsed and signed by one of the sponsors as follows:  
 "True appearance of Mr/Mrs Miss  
 ..... "date and signature.
- (11) The applicant shall indicate his number in case he has been previously registered with the Council.
- (12) The Council shall insist on a formal letter signed by the employer recommending the prospective applicant to the Council for registration.

- (13) The Council shall insist on full membership registration with the Institute if application is for full registration.
  - (14) There shall be preliminary scrutiny of an application by the Registrar.
  - (15) There shall be a preliminary scrutiny of an application by the Registration Committee of the Council whose recommendations shall be submitted to Council for approval on each individual case.
  - (16) The Council's decision shall be conveyed in writing to the applicant by the Registrar.
  - (17) Payment of the prescribed fee shall be a pre- condition for registration.
  - (18) There shall be an annual renewal of registration subject to -
    - (a) The payment of the prescribed fee to the Council; and
    - (b) The continued membership of the Institute.
6. (1) Fees for registration shall be as follows, that is - Fees
- a) Application Fee:-
    - (i) Provisional Stage I.....N700;
    - (ii) Provisional Stage II.....N700;
    - (iii) Full Membership.....N800;
  - (b) Registration Fee:-
    - (i) Provisional Stage I.....N200;
    - (ii) Provisional Stage II.....N500;
    - (iii) Full Membership.....N1,000;
  - (c) Registration renewal fee for: -
    - (i) Provisional Stage I .....N200;
    - (ii) Provisional Stage II .....N500;
    - (iii) Full Membership .....N700;
    - (iv) Permitted Architects.....N700
  - (d) Professional seal fee for professional metal seal for fully registered Architects N3,100.

(2) All fees shall be subject to review from time to time by the Council.

*The Register*

7. The register shall consist of two parts as follows

PART A

- (a) Fully registered persons who shall -
  - (i) Be entitled to practice as principals,
  - (ii) Be Nigerians who fulfil regulations 1, 2, and 3 of these Regulations,
  - (iii) Have passed the Institute's Professional Practice Competence Examination taken at least two years after graduation and fully registered by the Institute;
- (b) Fully registered persons who shall -
  - (i) Be entitled to practice as permitted Architects,
  - (ii) Be non-Nigerians who are entitled to practice as Permitted Architects, but have reciprocity with the Council;

PART B

Provisionally registered persons who shall include Nigerian Architects who are yet to sit and pass the Institute's Professional Practice Competence Examination and are not fully registered by the Institute.

*Information Required*

8. Registration Particulars of Individual Architects shall include-
- (a) Name:.....
  - (b) Address: business and residential and change of address.....
  - (c) Age, date and place of Birth:.....
  - (d) Nature of employment and Name and Address of Employer.....
  - (e) Nationality:.....
  - (f) Sex .....
  - (g) File reference number:.....
  - (h) Remarks.....
  - (i) Duration of Registration:.....

*Responsibility of Architects*

9. (1) A person registered by the Council shall -
- (a) Qualify to be called an "architect",
  - (b) Be addressed as an "Architect" (Arc.); and
  - (c) Practice as such.
- (2) Only architects registered fully, or placed on the permitted list, shall -
- (a) Practice as principals and be issued with the Council's seal for their drawings;
  - (b) Design and hold professional responsibility for the execution of building projects of any magnitude or complexity.
- (3) Architects working for the Federal, a State or Local Government or any public institution shall have the same level of responsibility as specified in paragraph (2) of this regulation.
- (4) Provisionally registered Architects shall not take responsibility for any building above two floors in height, until they have passed the Institute's Professional Practice Competence Examination and have been fully registered.

PART II

QUALIFICATION FOR THE REGISTRATION OF ARCHITECTURAL FIRMS

*Architectural firms liable for registration*

10. - (1) the following categories of firms shall be registrable with the Council
- (a) **CATEGORY A:**  
Architectural firms incorporated under the Companies and Allied Matters Act, as amended -
    - (i) Business names, or
    - (ii) Bodies corporate with limited or unlimited liability having all the proprietors, subscribers, share-holders and directors as fully registered architects with Nigerian citizenship:
  - (b) **CATEGORY B:**  
Architectural Firms incorporated under the Companies and Allied Matters Act, as amended, limited liability companies in which all the directors and shareholders are professional architects may be registered only if they possess the following

that is –

[ Cap. C20. ]

- (i) The fully registered Nigerian Architect holds 60 percent of the shares jointly or severally in the body corporate.
- (ii) The Nigerian directors show indisputable evidence of operational and financial control of the firm commensurate with their rate of shareholding.
- (iii) The Nigerian directors are signatories (Joint or otherwise) to all the bank accounts, annual auditors reports and important drawings and documents of the firm;

**(c) CATEGORY C:**

Multi-disciplinary consultancy firms registered under the Companies and Allied Matters Act, as amended as limited liability companies strictly for services offered to the building industry only if they possess the following that is –

[ Cap. C20. ]

- (i) The fully registered Nigerian architects hold 60 percent of the shares jointly or severally in the body corporate.
  - (ii) The Nigerian directors show indisputable evidence of operational and financial control of the firm commensurate with their rate of shareholding,
  - (iii) The Nigerian directors are signatories (joint and otherwise) to all the bank accounts, annual auditors reports and important drawings and documents of the firm.
  - (iv) the other non-architect directors are fully registered professionals in allied fields in the building industry or as shareholders (holding not more than 10 percent in the firm's shares) are allowed in the area of administration and finance.
- (2) The Council shall have the right to require documentary evidence as proof of compliance with the provisions of paragraphs (1) (b) and (c) of this regulation.

***Procedure for registration***

11. - (1) the applicant firm shall return the application form duly completed with attachments. To the Registrar and attach photocopies of the following, that is-

- (a) In the case of a body corporate with limited liability

- (i) Certificate of incorporation.
  - (ii) Form C07 and the Memorandum and Articles of Association.
- (b) In the case of a business name -
  - (i) Certificate of registration
  - (ii) Form C02
- (2) Sponsors columns shall be properly filled with the sponsors clearly stating the following -
  - (a) Names, addresses (not post office box)
  - (b) Affix the Council's seal
  - (c) Quote full Registration number and year of Registration before signing.
- (3) The sponsors shall
  - (a) Be three fully registered Architects with the Council and the Institute who are not members of the firm and live either within the State or neighboring State where the firm's head office is located;
  - (b) Attest to the professional standing of the firm; and
  - (c) Have a minimum of five years post registration with the Council and the Institute.
- (4) Two of the sponsors shall be from any of the following groups, that is -
  - (a) Serving members of the Council;
  - (b) Serving members of the Institute.
- (5) The attestation by sponsors for a new firm shall refer to the professional standing of the principal(s)
- (6) All photocopies of documents attached to the application shall be endorsed as "original seen by me". Signed, sealed and dated by a current member of the Council.
- (7) Two passport photographs each of the partners, associates, or directors shall be endorsed and signed by one of the sponsors as follows:-
  - "True appearance of Mr/Mrs/Miss "date and signature.
- (8) The Council shall require that on the return of a completed application form, it shall be accompanied by a formal letter signed by the partners.
- (9) The Council reserves the right to request for a confidential report on the firm and the minutes of meeting where the firm was recommended for consideration for registration to the Council from the State Chapter of the Institute where the firm's Head Office is located.



- (10) The Council also reserves the right to contact the Corporate Affairs Commission directly for verification of any information contained in the photocopy of documents attached to the application forms.
- (11) There shall be a preliminary scrutiny of the application to be conducted by the Registrar.
- (12) Preliminary considerations of application by the Registration Committee whose recommendations shall be submitted to the Council for approval, on each individual case.
- (13) The Council's decision shall be conveyed in writing to the applicant by the Registrar.
- (14) Registration shall be on the payment of such fees as may be prescribed by the Council from time to time.
- (15) \* There shall be an annual renewal of the registration subject to -
- (a) The payment of the prescribed fee as follows -
    - (i) Application fee.....N800,
    - (ii) Registration fee .....N 5,000
    - (iii) Certificate of Registration.....N 2,000
    - (iv) Annual renewal fee.....N 3,000
  - (b) The continuous membership of the Institute by the fully registered Nigerian Architect.
- \* All fees are subject to review.**

***Interpretation***

12. In these Regulations, unless the context otherwise requires -
- "Council" means the Architects Registration Council
- "Institute" means the Nigerian Institute of Architects.

***Amendment of Regulations***

13. These Regulations may be amended, from time to time with the approval of the Minister.

***Citation***

14. These Regulations may be cited as the Qualifications for Registration of Architects and Architectural Firms Regulations 1997.