

NORTHERN TERRITORY ARCHITECTS BOARD

ABN 76 154 582 645

Application for Registration as a Company

Completion of Form

1. When completing the Application form, please refer to the *Architects Act*. Your application will not be considered unless you comply with the provisions of the Act.
2. Complete the Application Form and provide a certified copy of your Company Registration Certificate and constitution / memorandum / charter / statute.
3. You must provide proof of registration in the NT of the company director or employee responsible for managing the architectural practice and supervising the provision of architectural services in the Northern Territory.

COST

4. An application fee is payable on application. On approval, a further fee for your Certificate and the first year's annual registration is payable.
 - (a) registered in the Northern Territory; and
 - (b) responsible for managing the architectural practice of the company in the Territory and supervising the provision of architectural services provided by the company in the Territory.

Application fees are exempt from GST.

5. Payments should be made to the Receiver of Territory Monies (RTM).

ANNUAL FEES

6. Annual fees are due on 1 January and payable by 1 February each year. The penalty for non-payment is deregistration. Forms are available on the Board's website.

Forwarding Your Application

7. Forward the application form, together with documents mentioned above and the application fee to:

The Registrar, NT Architects Board

| | |
|----------------|---------------|
| By mail: | in person: |
| GPO Box 1680 | 16 Parap Road |
| DARWIN NT 0801 | PARAP NT 0820 |

Or by email to: ntab@nt.gov.au

**** Fees are updated on 1 July each year and published on the Board website.**

CHANGE OF PARTICULARS

8. Under section 14B of the *Architects Act*, you must notify the Board of any intention to amend your company's constitution, memorandum, charter or statute and provide a copy of a proposed resolution to give effect to that intention.
9. Under section 1, 9A of the *Architects Act*, companies must lodge an annual statement in July each year. The penalty for not lodging an annual statement is deregistration of the company, under section 20C of the Act.
10. Under section 18 of the *Architects Act*, you must notify the Board of any change of address.

NORTHERN TERRITORY ARCHITECTS BOARD

APPLICATION FOR REGISTRATION AS AN ARCHITECTURAL COMPANY

| NAME OF COMPANY | | |
|---|--|----|
| Company Addresses: (1) Business Address (2) Postal Address (3) Address for service of notices and annual publication in NT Government Gazette | (1) _____ _____ (2) _____ _____ (3) _____ _____ | |
| Full names of all directors of the company who are entitled to vote (if space provided is insufficient please attach a separate sheet) | A. | |
| | B. | |
| | C. | |
| | D. | |
| Usual address of directors mentioned above | A. | |
| | B. | |
| | C. | |
| | D. | |
| If these directors are registered architects, please indicate where each is registered. | A. *YES * NO State/s | |
| | B. *YES * NO State/s | |
| | C. *YES * NO State/s | |
| | D. *YES * NO State/s | |
| Details of the company employee who is (1) an architect; and (2) responsible for managing the architectural practice and supervising the provision of architectural services provided by the company in the NT. | Full Name: | |
| | NT Reg Number: | |
| | Phone: | |
| | Email: | |
| Is the business a company registered under the <i>Corporations Act 2001</i> ? | YES | NO |
| Does the company carry on business in the Northern Territory? | YES | NO |
| Is a corporate body a director of the company? | YES | NO |

DECLARATION

I, _____ do solemnly and sincerely declare that I understand that in July each year the company must lodge an annual statement with the NT Architects Board.

I make this solemn declaration by virtue of the *Oaths Act* and conscientiously believe the statements contained in this declaration to be true in every particular.

Declared at _____ (Place)

on the _____ day of _____ 20____

Signature of declarant

Before me _____
(Name and contact telephone number of witness, legibly written, typed or stamped)

Signature of witness

This declaration may be witnessed by any person aged (18) eighteen years or over.

NOTE: Making a declaration knowing it is false is an offence for which you may be fined or imprisoned.

PRIVACY NOTICE

The NT Architects Board, under the *Architects Act*, collects the information on this form, or otherwise provided by you, to process your application. Failure to provide the information in full or in part may result in your application being refused.

Some of the personal information provided by you will be made publicly available, including through the NT Government Gazette and Internet, as part of a Public Register. Any personal information provided can be accessed by you on request.

If you have any queries please contact the Architects Board on telephone (08) 8936 4079.

CHECKLIST – *YOU MUST PROVIDE ALL THE FOLLOWING*

- Evidence that the company has an office or is conducting business in the NT;
- Copy of company Registration Certificate and constitution / memorandum / charter / statute.
- Copy of company constitution;
- Evidence of compliance with section 14B of the *NT Architects Act*;
- Proof of registration in the NT of the company director or employee responsible for managing the architectural practice and supervising the provision of architectural services in the Northern Territory.
- Application fee.

NT ARCHITECT BOARD
APPLICATION FEE - PAYMENT DETAILS

.....
Name of Applicant

- Payment attached (Cheques payable to "Receiver of Territory Monies".)
- Please debit my credit card (Tick appropriate box)

Visa  Mastercard 

Name on card:

Credit card number:/...../...../.....

Amount: \$ Expiry Date:/.....

Signature: