

### Payment Details (Renewal):

Renewal fee Payment Option	Amount	Due Date	Last Date
Annual Payment * ( <i>only current year's due accepted</i> )  <b>OR</b>	Rs.600/-	1 <sup>st</sup> January of the year	Payment in person/through post should reach the Council by <i>31<sup>st</sup> MARCH of the year</i> <b>OR</b> <i>Last working day in the month of March, whichever is earlier.</i>
One-time payment **	Rs.6000/-	-do-	-do-

### Note :

- i. \*Acceptance of Annual Renewal Fee *in advance* ( i.e. other than current year) has been discontinued.
- ii. \*\* One-time payment of renewal fee will be accepted subject to submission of an attested copy of the Final B.Arch.Degree / G.D. Arch. Certificate (received after convocation). One time payment will not be accepted on the basis of provisional certificate.
- iii. All payment options shall be subject to payment of arrears, if any. In case of any clarifications/details are required, please contact/write to us.
- iv. In order to be entitled for registration and/or renewal of certificate of registration, a person/architect should reside or practice the profession of an architect in India.
- v. Change in address/telephone number(s) /e-mail may kindly be intimated to us.

### Restoration Fee :

Failing to pay the renewal fee by the Last Date, only for that year, restoration fee of Rs.1000/- shall be payable w.e.f. 1<sup>st</sup> April of the year.

### Mode of Payment :

- i. Each payment must accompany a letter of request under the signature of the concerned Architect.
- ii. Demand Draft/M.O or Cash at the office of the Council.
- iii. Payment should be made by a separate Demand Draft for each Architect, in favour of '**COUNCIL OF ARCHITECTURE**' payable at Delhi or New Delhi as computerised receipt issued on individual basis.
- iv. Payment by cheque (outstation or local) will not be accepted

### Endorsement on the Certificate of Registration:

- i. Endorsement on the Certificate of Registration towards renewal/restoration of registration should be got done as and when payment is made or any later date.
- ii. In case of one-time payment of renewal fee endorsement on the Certificate of Registration will be made at a time for ten calendar years and thereafter, endorsement for further years should be got done,

from the Registrar of the Council, without making payment therefore.

**Payment Timings :**

10.00 am to 01.00 p.m. & 01.30p.m. to 03.30 p.m. on all working days (i.e. Monday to Friday)

**Additional Qualification :**

Only architectural qualifications(s) included in the schedule of qualifications appended to the Architects Act, 1972, be got entered on the certificate of registration as an additional qualification on payment of additional qualification fee of Rs.200/- (per qualification) provided such a qualification is obtained subsequent to registration as an architect.

**INSTRUCTIONS TO APPLY FOR DUPLICATE CERTIFICATE:**

1. To apply for Duplicate Certificate of Registration, an architect is required to submit to the Council Office an affidavit in the format prescribed below, along with a request letter and a demand draft of Rs.600/- in favour of "Council of Architecture" payable at New Delhi, towards prescribed fee for Duplicate Certificate of Registration.
2. The affidavit is required to be signed by the concerned architect as deponent at two places.
3. The architect must affix the same signatures as available in our records. If you have changed your signature, please send an intimation letter to the Council mentioning your old as well as latest signature.
4. If your name has been changed subsequent to your registration as an architect, please forward an attested copy of the Marriage Certificate OR an attested copy of Gazette Notification OR alternatively, an attested copy of an affidavit executed on a non-judicial stamp paper of Rs.10/-, towards change of surname consequent upon marriage. In case of change in complete name (including first name) consequent upon marriage or change of name of male architects, only a duly attested copy of Gazette Notification towards change of name from the respective State/Central Government shall be accepted.
5. Please ensure that your name and registration number mentioned on the affidavit are correct.
6. In case the Certificate of Registration is destroyed, the architect shall be required to return the destroyed certificate along with the prescribed fee of Rs.600/- (without the above affidavit) in order to apply for Duplicate Certificate. Please note that a laminated certificate shall also be deemed as destroyed by the Council as no endorsements can be carried out on it.
7. The Duplicate Certificate shall be issued by the Council, subject to up-to-date payment of renewal fee by the architect.

**Note : All Forms to be used by architects for applying for Renewal of Architects, Duplicate Certificate, Change of Name, Format Affidavits for Change of Name and Duplicate Certificate etc. are provided under "Forms" Tab on the main page.**