



規 劃 師 註 冊 管 理 局

**PLANNERS REGISTRATION BOARD**

香港北角英皇道 663 號泓富產業千禧廣場 2 樓 201 室 (電話 : 2915 6212) (圖文傳真 : 2915 7616)

Unit No. 201, 2/F, Prosperity Millennia Plaza, 663 King's Road, North Point, Hong Kong (Tel : 2915 6212)(Fax : 2915 7616)

## **GUIDANCE NOTES FOR PUBLIC INSPECTION OF THE REGISTER (Endorsed by PRB in December 2018)**

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### **BACKGROUND**

1. According to s.11(1) and (2) of the Planners Registration Ordinance (the Ordinance), the Registrar shall, in accordance with the directions of the Planners Registration Board (the Board), keep the Register in which he shall enter in respect of every registered professional planner (R.P.P.). The Register shall be available to any person for inspection free of charge at an office nominated from time to time by the Board at such reasonable times as the Board may direct.
2. The Register includes the following information:
  - (a) R.P.P. number;
  - (b) Name of R.P.P. (both English and Chinese);
  - (c) Business address of R.P.P.; and
  - (d) Professional qualification on which R.P.P.'s registration is based with type of membership.
3. The purpose of the Register is to enable members of the public to ascertain whether they are dealing with a R.P.P. and the particulars of the registration of the R.P.P..
4. The list of R.P.P.s is also available on the Board's website and published annually in Planning and Development, the journal of the Hong Kong Institute of Planners.

### **INSPECTION OF THE REGISTER**

5. An enquirer is recommended to check the Chinese and English names of the R.P.P. by visiting the Board's website at <http://www.prb.org.hk>

6. An enquirer who wishes to inspect the Register should first make a written request to the Registrar indicating the name of the R.P.P. in question and purpose of the inspection. The written request can be submitted by post to the registered office of the Board, email ([hkiplann@netvigator.com](mailto:hkiplann@netvigator.com)) or fax (no. 2915 7616).
7. Upon receiving the request, the Registrar will consider whether the request complies with the Ordinance and other relevant regulations and ordinances. The enquirer will be informed of the result by email or by phone. If the request is accepted, the enquirer can visit the Board's office during normal office hours to inspect the Register. The office hours and address of the Board can be found at the Board's website (<http://www.prb.org.hk>).
8. To protect the personal data of the R.P.P., only the information of the R.P.P. in question would be provided and no copy of any part of the Register should be made during the inspection. The use of the personal data in the Register for any purpose unrelated to the purpose stated in para 3 above and/or in the written request is prohibited.
9. If the request for inspection is refused, the grounds of refusal may be provided. If an enquirer feels aggrieved by the decision, he/she may apply to the Board for a review of the decision within 21 days from the date of receiving the decision. The Board will review the decision within three months and the enquirer will be informed of the decision of the Board which is final.