

**APPLICATION FORM FOR RESTORATION / RENEWAL /  
ONE TIME PAYMENT OF RENEWAL FEE / D.C.R. FEE**  
[TO BE FILLED AND SIGNED BY THE ARCHITECT CONCERNED]

Date: \_\_\_\_\_

The Registrar  
Council of Architecture (CoA)  
India Habitat Centre,  
Core 6A, 1<sup>st</sup> Floor, Lodhi Road  
New Delhi-110 003  
Tel: 011-2464 8415, 2465 4172 & 73, Fax: 011-2464 7746  
E-Mail: coa@ndf.vsnl.net.in, coa.rwl@gmail.com  
Web: www.coa.gov.in

Dear Sir,

I am a registered Architect with Council of Architecture. I hereby request you to Restore / Renew my registration with Council of Architecture. My particulars are as below:-

1. Registration No. : CA/\_\_\_\_\_/\_\_\_\_\_
2. Name \_\_\_\_\_
3. Whether CoA's Certificate of Registration Enclosed : Yes/No  
(Original Certificate is required for endorsement & return)
4. Correspondence Address : \_\_\_\_\_  
\_\_\_\_\_  
City:\_\_\_\_\_ State:\_\_\_\_\_ PIN:\_\_\_\_\_
5. Telephone : \_\_\_\_\_  
Res.: STD Code:\_\_\_\_\_ Tel.No.\_\_\_\_\_  
Off.: STD Code:\_\_\_\_\_ Tel.No.\_\_\_\_\_  
Fax: STD Code:\_\_\_\_\_ Tel.No.\_\_\_\_\_  
Mobile:\_\_\_\_\_
6. E-Mail ID : \_\_\_\_\_

I hereby pay an amount of Rs.\_\_\_\_\_ in Cash (or) by Demand Draft No.\_\_\_\_\_  
dated \_\_\_\_\_, (enclosed) towards payment of Restoration/Renewal/One Time Payment of Renewal Fee/  
Duplicate Certificate of Registration (DCR) Fee.

**OR**

I authorize Mr./Mrs./Ms.\_\_\_\_\_,  
whose signature is duly attested below by me, as my representative to submit my CoA's Registration Certificate, in  
Original, for payment towards Restoration/Renewal/One Time Payment of Renewal Fee/Duplicate Certificate of  
Registration (DCR) Fee, amounting to Rs.\_\_\_\_\_ in Cash (or) by Demand Draft No.\_\_\_\_\_  
dated \_\_\_\_\_ (enclosed) and also to collect the same, after necessary endorsement, on my behalf.

\_\_\_\_\_  
(Signature of the Representative)

\_\_\_\_\_  
(Signature of the ARCHITECT)

**NOTE:** Demand Draft should be drawn in favour of 'COUNCIL OF ARCHITECTURE' and payable at Delhi/New Delhi.  
Please write your name and CoA's Registration Number on the backside of the Demand Draft. **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.**

\*\*\*\*\*

**ACKNOWLEDGEMENT**

Received the renewed Original Certificate of Registration bearing No. CA/\_\_\_\_\_/\_\_\_\_\_ on \_\_\_\_\_

\_\_\_\_\_  
(Receiver's Signature)

\_\_\_\_\_  
(Receiver's Name)

\_\_\_\_\_  
(Receiver's Mobile No.)

**FOR OFFICE USE ONLY**

Receipt No. \_\_\_\_\_

Date : \_\_\_\_\_

for Rs. \_\_\_\_\_