**4. Relevant Forms**

**[Form1]** Participation Application Form

**[Form2]** Appointment of Representative

**[Form3]** Agreement of Joint Application

**[Form4]** Pledge

**[Form5]** Confidentiality Agreement

**[Form6]** Written Inquiry

**[Form7]** Power of Attorney (When the agent submit)

**[Form8]** Agreement to Use and Change of works

**[Form9]** Architectural Outline and Area Table

**[Form10]** Outline Statement of Estimated Construction Cost

**[Form11]** Certificate of Usesignet

**[Form12]** Design Competition Submission Form

**[Form13]** How to write a cover: Design Description·Presentation materials

[Form 1] Participation Application Form

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Participation Application Form** | | | | |
| Registration Number | (Leave blank) | | | |
| Representative Architect | Name |  | Phone Number |  |
| Tel. |  | E-mail |  |
| Address |  | | |
| Co-participants1 | Name |  | Company name |  |
| Tel. |  | E-mail |  |
| Address |  | | |
| I would like to request that I participate in compliance with the competition guidelines of the 「Korea Meteorological Administration, Net Zero National Meteorological Center, International Invited Design Competition」 hosted by Korea Meteorological Administration  Attachment:  1. [Form 2] Appointment of Representative (Only applicable to joint applications.)  2. [Form3] Agreement of Joint Application (Only applicable to joint applications.)  3. [Form4] Pledge  4. [Form5] Confidentiality Agreement  5. [Form7] Power of Attorney (When the agent submit).  8. [Form11] Certificate of Usesignet  9. Copy of Architect License (Participants from countries without qualifications must submit a certificate from the National Association of Architects)  10. Copy of Certification for Completion of Report on Business Operation of Architect  11. Copy of Architect’s Administrative Disposition Inquiry (A document proving that registration is not canceled, closed, shutdown, or suspended, issued by the registration office)  12. Copy of Business Registration Certificate | | | | |
| 2024. . . | | | | |
| Representative Applicant : (Signature) | | | | |
| **To Administrator, Korea Meteorological Administration** | | | | |

[Form 2] Appointment of Representative

|  |
| --- |
| **Appointment of Representative** |
| □ Title of Competition: Korea Meteorological Administration, Net Zero National Meteorological Center, International Invited Design Competition  □ Appointment of Representative  Name: Tel. :  Company: Date of Birth :  Architect’s License Number: |
| The above person shall be appointed as representative under the agreement of all the co-participants, and shall delegate all the authority related to the above competition organized by Korea Meteorological Administration. |
| 2024. . . |
| □ Co-participants  Company: Representative : (Signature) |
| **To Administrator, Korea Meteorological Administration** |

[Form 3] Agreement of Joint Application

|  |  |  |
| --- | --- | --- |
| **Agreement of Joint Application** | | |
| Article 1 | **(Purpose)** The purpose of this agreement is to determine the matters to be observed by each applicant in jointly applying for the「Korea Meteorological Administration, Net Zero National Meteorological Center, International Invited Design Competition」 organized by Korea Meteorological Administration and to appoint a representative. | |
| Article 2 | **(Representative of joint application)** The name company name and address of the representative of joint application are as follows.   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Representative Applicant | Name |  | Company |  | | Address |  | | | | |
| Article 3 | **(Consortium Members)** The name, company name and address of the consortium members are as follows   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Co-applicant 1 | Name |  | Company |  | | Address |  | | | | |
| Article 4 | **(Representative’s right)** The representative has the right to express his/her intentions regarding submission and receipt of documents, acquisition and renunciation of rights, etc. on behalf of the co-applicants to the host organization and third parties. | |
| Article 5 | **(Effective period)** This Agreement shall enter into force at the same time as the signatures of the Parties, and conclude with the implementation of the competition. However, when the winning work is decided and a contract is concluded with the ordering organization, the final task is completed and then the project is completed. | |
| Article 6 | **(Obligation)** The Consortium members agree to utilize all necessary knowledge and skills with sincerity and diligence and in good faith in order to achieve the purpose specified in Article 1. | |
| Article 7 | **(Responsibility among members)** Members shall compensate for damages caused to third parties in connection with the performance of tasks and damages caused by members to other members by mutual agreement among the members. | |
| Article 8 | **(Limitation of transfer of rights and obligation)** The Consortium members may not transfer rights and obligations under this Agreement to a third party. | |
| Article 9 | **(Measures regarding withdrawal from Consortium)**   1. Among the members, the representative company withdraws midway or the application qualification requirements are not satisfied due to the withdrawal of the member. If it falls short, the entry cannot be submitted.   ② If a member withdraws mid-term, he/she must immediately report it to the ordering agency in writing, and the withdrawn company cannot be replaced with another company. | |
| Article 10 | **(Preparation and save the agreement)** As above, the joint application agreement is concluded, and one copy of each agreement signed by the members is kept as evidence. | |
| 2024. . . | | |
| ○Representative Company | | |
|  | Name: | Tel.: |
| Location: | |
| Representative: | (Signature) |
| Participation rate: % | |
| ○Co-Applicant 1 Company | | |
|  | Name: | Tel.: |
| Location: | |
| Representative: | (Signature) |
| Participation rate: % | |
| **To Administrator, Korea Meteorological Administration** | | |

[Form 4] Pledge

|  |
| --- |
| **Pledge** |
| I agree to all competition rules and will abide by the following when participating in the 「Korea Meteorological Administration, Net Zero National Meteorological Center, International Invited Design Competition」 hosted by Korea Meteorological Administration. In case of violation, we promise to take responsibility in accordance with the relevant laws and regulations, and not raise any civil or criminal objections related thereto and take any disadvantages. |
| 1. We will not engage in unfair acts such as interfering with free competition in design competitions, such as collusion for the election of a specific person, or prior contact with jury members.  2. In the process of design review, we will not provide money, valuables, entertainment, or unreasonable benefits to the jury members or related persons for any reason whatsoever.  3. We will comply with the competition guidelines, such as the content and procedures set out in the competition, and take any disadvantages such as cancellation of the election if these guidelines are violated.  4. We will prepare all matters of the design competition proposal based on factual basis, and take legal, administrative and financial responsibility for the contents.  5. In relation to the evaluation of the design competition, we will not raise any objection to the composition of the jury panel, reviewing method, and the results after jury review. |
| 2024. . .   |  |  |  | | --- | --- | --- | | Representative  applicant | Company: | | | Address: | | | Name: | (Signature) | |  |  |  | |
| |  |  |  | | --- | --- | --- | | Co-applicant | Company: | | | Address: | | | Name: | (Signature) |   **To Administrator, Korea Meteorological Administration** |

[Form5] Confidentiality Agreement

|  |
| --- |
| **Confidentiality Agreement** |
| I pledge to abide by the following when participating in the 「Korea Meteorological Administration, Net Zero National Meteorological Center, International Invited Design Competition」 hosted by Korea Meteorological Administration. |
| 1. In conducting this international design competition, I will thoroughly implement all security matters in the notice and design competition guidelines, as well as provide security education to all participants in the design competition before designing the work.  2. We will take special care in handling materials that fall under security matters(All related materials, including drawings of the Government Complex Daejeon) during this competition.  3. If an employee belonging to my company, including myself, leaks security information to the outside and causes a serious problem, We will not raise any objection to any sanctioning measures such as cancellation of registration of service business to the company, restriction of qualifications for participation in competition, etc., as well as punishment for leakers in accordance with security-related laws and regulations. |
| 2024. . . |
| |  |  |  | | --- | --- | --- | | Representative  applicant | Company: | | | Address: | | | Name: | (Signature) | |  |  |  |  |  |  |  | | --- | --- | --- | | Co-applicant 1 | Company: | | | Address: | | | Name: | (Signature) | |
| **To Administrator, Korea Meteorological Administration** |

[Form6] Written Inquiry

|  |  |
| --- | --- |
| **Written Inquiry** | |
| Title of Competition | Korea Meteorological Administration, Net Zero National Meteorological Center, International Invited Design Competition |
| Company |  |
| Representative: |  |
| Person in Charge | Position : Name : (Signature) |
| Contact | Tel. :   E-mail : |
| Guide  (PAGE) | Inquiry details |
|  |  |

[Form 7] Power of Attorney (When the agent submits)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Power of Attorney | | | | |
| **Representative** | Company |  | Name |  |
| Birth Date |  | Tel. |  |
| Address |  | | |
| **Agent** | Company |  | Name |  |
| Birth Date |  | Tel. |  |
| Address |  | | |
| I designate the above person as the agent of the company and delegate all rights related to the 「Korea Meteorological Administration, Net Zero National Meteorological Center, International Invited Design Competition」 hosted by Korea Meteorological Administration.  2024. . .  Company:  Representative: (Signature)  **To Administrator, Korea Meteorological Administration** | | | | |
|  | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Proof of Employment | | | |
| Name |  | Birth Date |  |
| Affiliation |  | Position |  |
| Address |  | | |
| Employment Period |  | | |
| Certify that employed by company as above.  2024. . .  Company:  Representative: (Signature)  **To Administrator, Korea Meteorological Administration** | | | |

※ Attachment : Copy of ID Card

※ The seal used on the power of attorney must be the same as the representative’s seal

※ The representative and the applicant are responsible for all problems arising from agent reception.

[Form8] Agreement to Use and Change of works

|  |  |  |
| --- | --- | --- |
| **Agreement to Use and Change of works(Consent to publish)** | | |
| I agree to use all the contents of the competition proposal submitted in relation to the 「Korea Meteorological Administration, Net Zero National Meteorological Center, International Invited Design Competition」hosted by Korea Meteorological Administration and creation of derivative works for publishing, exhibition, publicity. | | |
| 2024. . . | | |
| Representative applicant | Company: | |
| Address: | |
| Name: | (Signature) |
|  |  | |
| Co-applicant 1 | Company: | |
| Address: | |
| Name | (Signature) |
| **To Administrator, Korea Meteorological Administration** | | |

[Form 9] Architectural Outline and Area Table

|  |  |  |  |
| --- | --- | --- | --- |
| Architectural Outline | | | |
| Title of Progect | | Korea Meteorological Administration, Net Zero National Meteorological Center, International Invited Design Competition | |
| Site Location | |  | |
| Zoning District | |  | |
| Site Area | | m² | |
| Building Area | | m² | |
| Floor Area | | m² | |
| Calculated Area for FAR | | m² | |
| Building-to-Cover Ratio | | % | |
| Floor Area Ratio | | % | |
| Structural System | |  | |
| Number of Floors | |  | |
| Building Height | |  | |
| Number of Car Park | |  | |
| Area Table | | | |
| Space | | Area (㎡) | Note |
|  |  |  |  |
|  |  |  |
| Sub-Total |  |  |
|  |  |  |  |
|  |  |  |
| Sub-Total |  |  |
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| Sub-Total |  |  |
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| Sub-Total |  |  |
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| Sub-Total |  |  |
|  |  |  |  |
|  |  |  |
| Sub-Total |  |  |
| Total | |  |  |
| **To Administrator, Korea Meteorological Administration** | | | |

[Form10] Outline Statement of Estimated Construction Cost

|  |  |  |
| --- | --- | --- |
| **Outline Statement of Estimated Construction Cost** | | |
| **Classification** | **Estimated concrustion cost by construction type(KRW)** | **Percentage (%)** |
| Architectural Construction |  |  |
| Civil Construction |  |  |
| Mechanical equipment construction |  |  |
| Landscaping |  |  |
| Electrical work |  |  |
| Telecommunication construction |  |  |
| Firefighting construction |  |  |
| ○○ Constrution |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Sub-Total |  |  |
| Overhead expenses  (calculation of rate) |  |  |
| **Total Construction Cost** |  |  |
| **To Administrator, Korea Meteorological Administration** | | |

[Form 11] Certificate of Usesignet

Certificate of Usesignet

|  |  |
| --- | --- |
| Usesignet | Personal Information |
|  | Company name:  Location:  Representative: |

The above person wishes to use the above seal for all activities accompanying the 「Korea Meteorological Administration, Net Zero National Meteorological Center, International Invited Design Competition」 hosted by Korea Meteorological Administration, and that civil and criminal problems will not arise by using this seal. In this case, the above-mentioned person confirms that he/she will take responsibility and hereby submit my usesignet.

2024. . .

Location :

Company Name :

Representative : (Signature)(Corporate Seal or Personal Usesignet)

※ Attachment : One Copy of Usesignet Certification

**To Administrator, Korea Meteorological Administration**

[Form12] Design Competition Submission form

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Design Competition Submission Form** | | | | |
| ※ Registration Number | | | | |
| Submitter | Company |  | | |
| Representative |  | Tel. |  |
| Address |  | | |
| E-mail |  | | |
| 「National Meteorological Center International Invited Design Competition」 hosted by Korea Meteorological Administration and We submit our work as above.   |  |  | | --- | --- | | Attachment | 1. 4 sheets of Design Panel | | 2. 15 copies of Design Description | | 3. One of USB | | 4. One set of all related forms(Printed copy), including Participation Application Form | | 5. One set of original (printed) copies (PDF) of documents submitted at the time of participation registration | |  | 6. Power of Attorney (When the agent submits) |   2024. . .  Applicant (Signature)  **To Administrator, Korea Meteorological Administration** | | | | |
| Tear on the perforated line. | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Reception of Design Competition Work**  「 Korea Meteorological Administration, Net Zero National Meteorological Center, International Invited Design Competition 」※ Notation is blank (Not written) | | | | |
| ※ Registration Number |  | ※ Registration Date |  | ※ Receptionist |
| Company |  | | |  |
| Representative |  | Tel. |  |
| Submitter | Affiliation: | | Position: |
| Name: | | |  |
| (Signature) | | |  |
| **To Administrator, Korea Meteorological Administration** | | | | |

**[Form13] How to write a cover: Design Description·Presentation materials**

(1) The cover of Design descriptions and presentation materials should be prepared by using cover page template on following pages.

(2) The contents of the design description and presentation materials should be prepared in the following format.

◦ Font for contents

- Korean: Malgeun Gothic

- English: Arial

- Size: No Size limit

◦ Font for page number

- Korean: Malgeun Gothic

- English: Arial

- Size: 11 point(bottom center of the page)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| [Form 13] The cover of Design description and presentation materials | **K** | **S** | **-** | **0** | **0** | **0** | **0** | **0** |
|  | | | | | | | | |
| **Korea Meteorological Administration, Net Zero National Meteorological Center,**  **International Invited Design Competition** | | | | | | | | |
|  | | | | | | | | |
| **Presentation materials** | | | | | | | | |
|  | | | | | | | | |
| 2024. . . | | | | | | | | |
|  | | | | | | | | |
| **Korea Meteorological Administration** | | | | | | | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| [Form 13] The cover of Design description and presentation materials | **K** | **S** | - | **0** | **0** | **0** | **0** | **0** |
|  | | | | | | | | |
| **Korea Meteorological Administration, Net Zero National Meteorological Center,**  **International Invited Design Competition** | | | | | | | | |
|  | | | | | | | | |
| **Design Description** | | | | | | | | |
|  | | | | | | | | |
| **2024. . .** | | | | | | | | |
|  | | | | | | | | |
| **Korea Meteorological Administration** | | | | | | | | |