**4. Relevant Forms**

**[Form1]** Participation Application Form

**[Form2]** Appointment of Representative

**[Form3]** Agreement of Joint Application

**[Form4]** Pledge

**[Form5]** Confidentiality Agreement

**[Form6]** Request of Jury Member Evasion

**[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]** Design Competition Submission Form

**[Form12]** How to write a cover: Design Description·Presentation materials

[Form 1] Participation Application Form

|  |  |  |
| --- | --- | --- |
| **Participation Application Form** | | |
| PIN Number |  | |
| Representative Architect | Name |  |
| Company name |  |
| Tel. |  |
| E-mail |  |
| Address |  |
| Co-participants1 | Name |  |
| Company name |  |
| Tel. |  |
| E-mail |  |
| Address |  |
| I hereby apply for the “International Design Competition for the National Archives Museum” hosted by the National Agency for Administrative City Construction, in compliance with the announcement and guidelines. | | |
| 2025. . . | | |
| Representative Applicant : (Signature) | | |
| **To Administrator, National Agency for Administrative City Construction** | | |

[Form 2] Appointment of Representative

|  |
| --- |
| **Appointment of Representative** |
| □ Title of Competition: International Design Competition for the National Archives Museum  □ 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 National Agency for Administrative City Construction. |
| 2025. . . |
| □ Co-participants  Company: Representative : (Signature) |
| **To Administrator, National Agency for Administrative City Construction** |

[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「International Design Competition for the National Archives Museum」 organized by National Agency for Administrative City Construction 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 | Name |  | | Company |  | | Address |  | | |
| Article 4 | **(Joint application ratio) The joint application ratio is as follows:**   |  |  |  |  | | --- | --- | --- | --- | | **No** | **Company** | **Name of Representative** | **Percentage (%)** | | **1** |  |  |  | | **2** |  |  |  | | |
| Article 5 | **(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 6 | **(Effective period)** This agreement shall come into effect upon signature by the parties and shall be concluded upon the implementation of the competition. However, it shall be concluded after the final task is completed when the winning work is selected and a contract is concluded with the ordering agency.. | |
| Article 7 | **(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 8 | **(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 9 | **(Limitation of transfer of rights and obligation)** The Consortium members may not transfer rights and obligations under this Agreement to a third party. | |
| Article 10 | **(Measures regarding withdrawal from Consortium)** After the proposal is submitted, the members cannot be changed, and in the event of a change or withdrawal, the proposal submitted by the joint application team will be excluded from the review. | |
| Article 11 | **(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. | |
| 2025. . . | | |
| ○Representative | | |
|  | Company Name: |  |
| Representative: | (Signature) |
| ○Co-Applicant 1 | | |
|  | Company Name: |  |
| Representative: | (Signature) |
| **To Administrator, National Agency for Administrative City Construction** | | |

[Form 4] Pledge

|  |
| --- |
| **Pledge** |
| I agree to all competition rules and will abide by the following when participating in the 「International Design Competition for the National Archives Museum」 hosted by National Agency for Administrative City Construction. 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. |
| 2025. . .   |  |  |  | | --- | --- | --- | | Representative  applicant | Company: | | | Address: | | | Name: | (Signature) | |  |  |  | |
| |  |  |  | | --- | --- | --- | | Co-applicant | Company: | | | Address: | | | Name: | (Signature) |   **To Administrator, National Agency for Administrative City Construction** |

[Form5] Confidentiality Agreement

|  |
| --- |
| **Confidentiality Agreement** |
| I pledge to abide by the following when participating in the 「International Design Competition for the National Archives Museum」 hosted by National Agency for Administrative City Construction. |
| 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. |
| 2025. . . |
| |  |  |  | | --- | --- | --- | | Representative  applicant | Company: | | | Address: | | | Name: | (Signature) | |  |  |  |  |  |  |  | | --- | --- | --- | | Co-applicant 1 | Company: | | | Address: | | | Name: | (Signature) | |
| **To Administrator, National Agency for Administrative City Construction** |

[Form6] Request of Jury Member Evasion (Write when applicable)

|  |  |  |
| --- | --- | --- |
| Request of Jury Member Evasion | | |
| □ Title of Competition :  International Design Competition for the National Archives Museum  □ Jury Member for Evasion | | |
| Name | Affiliation | Reasons |
|  |  |  |
| ※ 1. Grounds and reasons must be provided  2. Attach supporting documents if necessary  2025. . .  Name : (Signature)  Company :  Position :  Contact :  **To Administrator, National Agency for Administrative City Construction** | | |

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

|  |  |  |
| --- | --- | --- |
| **Power of Attorney** | | |
| Representative Architect | Name |  |
| Company name |  |
| Date of Birth |  |
| Address |  |
| Tel. |  |
| Agent | Name |  |
| Company name |  |
| Date of Birth |  |
| Address |  |
| Tel. |  |
| I hereby appoint the above person as the agent of our company and delegate all authority related to the “International Design Competition for the National Archives Museum” hosted by National Agency for Administrative City Construction. | | |
| 2025. . . | | |
| Representative Applicant : (Signature)  Agent: (Signature) | | |
| **To Administrator, National Agency for Administrative City Construction** | | |

※ Attach proof of employment

[Form8] Agreement to Use and Change of works

|  |  |  |
| --- | --- | --- |
| **Agreement to Use and Change of works(Consent to publish)** | | |
| I hereby consent to the use of all contents of the submitted proposals for the “International Design Competition for the National Archives Museum” hosted by National Agency for Administrative City Construction for publication, exhibition, promotion, etc., by means of reproduction, exhibition, distribution, creation of secondary works, etc. | | |
| 2025. . . | | |
| Representative applicant | Company: | |
| Address: | |
| Name: | (Signature) |
|  |  | |
| Co-applicant 1 | Company: | |
| Address: | |
| Name | (Signature) |
| **To Administrator, National Agency for Administrative City Construction** | | |

[Form 9] Architectural Outline and Area Table

|  |  |  |  |
| --- | --- | --- | --- |
| Architectural Outline | | | |
| Title of Progect | | International Design Competition for the National Archives Museum | |
| 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, National Agency for Administrative City Construction** | | | |

[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, National Agency for Administrative City Construction** | | |

[Form 11] Design Competition Submission form

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Design Competition Submission Form** | | | | |
| ※ Registration Number | | | | |
| Submitter | Company |  | | |
| Representative |  | Tel. |  |
| Address |  | | |
| E-mail |  | | |
| I hereby submit works to the「International Design Competition for the National Archives Museum」 hosted by National Agency for Administrative City Construction   |  |  | | --- | --- | | Submissions | Relevant Forms and Documents | | 1. Design Panel (A1, 2sheets)  2. Design description  (15 copies)  3. USB | 1. [Form 1] Participation application form  2. [Form 2] Appointment of Representative (if applicable)  3. [Form 3] Agreement of Joint Application (if applicable)  4. [Form 4] Pledge  5. [Form 5] Confidentiality Agreement  6. [Form 6] Request of Jury Member Evasion (if applicable)  7. [Form 7] Power of Attorney (When submitted by an agent)  8. [Form 8] Agreement to Use and Change of works  9. [Form 9] Architectural Outline and Area Table  10. [Form 10] Outline Statement of Estimated Construction Cost  11. [Form 11] Design Competition Submission Form  12. Copy of Architect License (All applicants)  13. Copy of Certification for Completion of Report on Business Operation of Architect  14. Copy of Business Registration Certificate  15. Architect’s Administrative Disposition Inquiry |   2025. . .  Submitter (Signature)  **To Administrator, National Agency for Administrative City Construction** | | | | |
| Tear on the perforated line. | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Reception of Design Competition Work**  「 International Design Competition for the National Archives Museum | | | | |
| ※ Registration Number: | | | | Receptionist |
| Company |  | Tel |  |  |
| Representative Name |  | Date of Birth |  |

**[Form12] How to write a cover: Design Description·Presentation materials**

(1) The cover of Design descriptions and presentation materials (for the 2nd round review) should be prepared by using cover page template on following pages.

(2) The contents of the design description and presentation materials (for the 2nd round review) 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 12] The cover of Design description and presentation materials | **N** | **A** | **-** | **0** | **0** | **0** | **0** | **0** |
|  | | | | | | | | |
| **International Design Competition for the National Archives Museum** | | | | | | | | |
|  | | | | | | | | |
| **Presentation materials** | | | | | | | | |
|  | | | | | | | | |
| 2025. . . | | | | | | | | |
|  | | | | | | | | |
| **National Agency for Administrative City Construction** | | | | | | | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| [Form 12] The cover of Design description and presentation materials | **N** | **A** | - | **0** | **0** | **0** | **0** | **0** |
|  | | | | | | | | |
| **International Design Competition for the National Archives Museum** | | | | | | | | |
|  | | | | | | | | |
| **Design Description** | | | | | | | | |
|  | | | | | | | | |
| **2025. . .** | | | | | | | | |
|  | | | | | | | | |
| **National Agency for Administrative City Construction** | | | | | | | | |