

FORM A7

REGISTRATION OF ENGINEERS ACT 1967

REGISTRATION OF ENGINEERS REGULATIONS 1990

**APPLICATION FOR REGISTRATION AS AN ENGINEERING CONSULTANCY PRACTICE
(BODY CORPORATE)**

(To be completed by the Applicant in BLOCK LETTERS)

Name of Body Corporate:

.....

Registered Address:

.....

Tel. No.: Fax No.:.....

E-mail Address:

1. BOARD OF DIRECTORS –

A. PROFESSIONAL ENGINEER WITH PRACTISING CERTIFICATE:

(Where space provided is insufficient, please attach annexed sheet)

Name	Identification Card No./ Passport No.	Registration No.	Branch of Engineering
.....
.....
.....

B. ANY OTHER PERSONS:

(Where space provided is insufficient, please attach annexed sheet)

Name	Identification Card No./ Passport No.	Profession
.....
.....
.....

Note: *Composition of Board of Directors shall comply with Section 7A of The Registration of Engineers Act 1967 and Regulation 34A of The Registration of Engineers Regulations 1990.*

PENALTY

Section 24(a) of the Registration of Engineers Act 1967: "Any person, sole proprietorship, partnership or body corporate who procures or attempts to procure registration or a certificate of registration under this Act by knowingly making or producing or causing to be made or produced any false or fraudulent declaration, certificate, application or representation whether in writing or otherwise, shall be guilty of an offence and shall, on conviction, be liable to a fine not exceeding fifty thousand ringgit, or to imprisonment for a term not exceeding three years, or to both."

FORM A7

C. PERSON IN CHARGE –

The day-to-day affairs of the body corporate shall be under the control and management of the following:

Name	Identification Card No./ Passport No.	Registration No.	Branch of Engineering
.....
.....
.....

2. LIST OF SHAREHOLDERS –

A. PROFESSIONAL ENGINEER WITH PRACTISING CERTIFICATE:

(Where space provided is insufficient, please attach annexed sheet)

Name	Identification Card No/ Passport No.	Professional Registration No and Branch	Number of shares held
.....
.....
.....

B. ANY OTHER PERSONS:

(Where space provided is insufficient, please attach annexed sheet)

Name	Identification Card No/ Passport No.	Profession	Number of shares held
.....
.....
.....

Note: *Equity requirements shall comply with Section 7A of The Registration of Engineers Act 1967 and Regulation 34A of The Registration of Engineers Regulations 1990.*

3. LIST OF SERVICES PROPOSED TO BE OFFERED BY THE BODY CORPORATE –

(Where space provided is insufficient, please attach annexed sheet)

.....

.....

.....

FORM A7

4. INFORMATION ON EMPLOYEES IN THE BODY CORPORATE –

- (i) Number of staff employed: Graduate Engineer:
- Engineering Technologist:
- Inspector of Works:
- Professional Engineer:
- Professional Engineer
with Practising Certificate:
- Accredited Checker:
- Other staff:
- (ii) Total no of employees:

5. SIGNATURE OF DIRECTORS IN THE BODY CORPORATE –

.....
(Name)

.....
(Name)

.....
(Stamp/Seal & Date)

.....
(Stamp/Seal & Date)

.....
(Name)

.....
(Name)

.....
(Stamp/Seal & Date)

.....
(Stamp/Seal & Date)

FORM A7

DOCUMENTS TO BE ATTACHED WITH THIS APPLICATION FORM:

- (i) Memorandum and Articles of Association certified by the Company Commission of Malaysia [*Suruhanjaya Syarikat Malaysia*] (SSM)
- (ii) Form 49 and Form 24 certified by SSM.
- (iii) Statutory Declaration of all directors and shareholders.
- (iv) Resolution of the Board of Directors of the body corporate under Section 7A(3)(c)(iv) or Section 7B(2)(d) of The Registration of Engineers Act 1967 authorising a Professional Engineer with Practising Certificate to make all final engineering decisions on behalf of the body corporate in respect of the requirements under this Act or any other law relating to the supply of professional engineering services by the body corporate.
- (v) Letter of Acknowledgement by company other than Engineering Consultancy Practice (*if applicable*).
- (vi) Declaration Letter on Active Involvement (*if applicable*).
- (vii) Form K (permission to be a director/executive/shareholder in a contracting or manufacturing company (*if applicable*)).
- (viii) **A non-refundable** processing fee for the amount of RM50.00 and registration fee for the amount of RM1,000.00 in the form of money order, postal order, bank draft, cheque or any other form as determined by the Board, made payable to the Board of Engineers Malaysia.

For Office Use Only

Start Date:..... Application Status:.....
Application Date:..... Current Status:

Rejection Date:..... Circulation Date:.....
Received Date:..... Approval Date:.....
Note Date:..... List Status:

Suffix:.....

STATUTORY DECLARATION
(SURAT AKUAN BERKANUN)

I, (Full name)

(I.C No.) * Director and/or

Shareholder / Principal / Partner of the Engineering Consultancy Practice

.....

hereby declare that:

I am not a *director, shareholder, principal, partner, employee of any other organization other than the above Engineering Consultancy Practice.

I am *director, shareholder, principal, partner, employee of the following organizations:

* Name of organization	Nature of business	Designation	Shareholding held

I make this solemn declaration conscientiously believing the same to be true by virtue of the provisions of the Statutory Declaration Act 1960.

Subscribed and solemnly)
declared by the abovement)
this day of)

.....

Architect /

(Professional Engineer / Registered

Registered Quantity Surveyor)

Before me:)
)
)

.....
(Commissioner of Oath)

Note: * State all organizations (including non-engineering companies) in which you are involved.

FORM K

To:

REGISTRAR
BOARD OF ENGINEERS MALAYSIA
TINGKAT 17 BLOK F IBU PEJABAT JKR
JALAN SULTAN SALAHUDDIN
50580 KUALA LUMPUR

**PERMISSION TO BE INVOLVED IN A
CONSTRUCTION OR MANUFACTURING COMPANY**

I, a Professional Engineer registered with the Board of Engineers Malaysia hereby apply for permission to be involved in * construction / manufacturing company.

- 1. Name :

- 2. Address :
.....
.....

- 3. Registration No. :

- 4. Branch of Engineering :

- 5. (i) Name of Engineering Consultancy Practice :
.....

- (ii) Position :

- 6. (i) Name of * Construction / Manufacturing company :
.....

- (ii) Nature of business :

- (iii) Position :

- (iv) Shares held (%) :

I, the undersigned, will comply with the Regulation 32 and 33, the Registration of Engineers Regulations 1990 (Revised 2015).

Date: (Signature & PE stamp)

NOTE: (1) Please attach annexed sheet if applying for more than one company.
(2) * Delete whichever not applicable.

APPENDIX 1

COMPANY LETTERHEAD

Our Ref: (if applicable).....

Date;

**REGISTRAR
BOARD OF ENGINEERS MALAYSIA
TINGKAT 17 BLOK F IBU PEJABAT JKR
KOMPLEKS KERJA RAYA MALAYSIA
JALAN SULTAN SALAHUDDIN
50580 KUALA LUMPUR**

Dear Sir,

**ACKNOWLEDGEMENT ON PROFESSIONAL ENGINEER WITH PRACTISING
CERTIFICATE'S INVOLVEMENT IN ENGINEERING CONSULTANCY PRACTICE**

I wish to declare that our organization/company is aware that Ir. *name*.....
Identification No: is involved in(*name of the engineering
consultancy practice*).....

2. Our company/organization have no objection for * him/her to practise and carry out or perform professional engineering services in the body corporate/partnership/sole proprietorship/multi-disciplinary practice.

Thank you.

Yours faithfully,

..... – *director / partner* -
(Full Name)

* *Delete whichever is inapplicable*

APPENDIX 2

COMPANY LETTERHEAD

Our Ref: (if applicable).....

Date:

**REGISTRAR
BOARD OF ENGINEERS MALAYSIA
TINGKAT 17 BLOK F IBU PEJABAT JKR
KOMPLEKS KERJA RAYA MALAYSIA
JALAN SULTAN SALAHUDDIN
50580 KUALA LUMPUR**

Tuan,

DECLARATION LETTER ON ACTIVE INVOLVEMENT IN ENGINEERING CONSULTANCY PRACTICE

I, *Ir.* Identification No. hereby confirmed that I will be active in the following engineering consultancy practice:

	Name of the Engineering Consultancy Practice	BEM Reg. No.	Position
1.			
2.			

3. It is my responsibility to inform the Board of Engineers Malaysia should I resign or no longer active in any of the company declared above.

Thank you.

Yours faithfully,

(Name :)
(ID No:)

} **Signature, name, Identification No. and Professional Engineer's seal.**

**** IMPORTANT NOTICE ****

Any involvement in an engineering consulting company that is not declared will be considered INACTIVE.

**APPLICATION FOR REGISTRATION AS AN ENGINEERING CONSULTANCY PRACTICE
(BODY CORPORATE)**

CHECKLIST

(To be submitted together with Form A7)

	<u>Applicant</u>	<u>For Office Use</u>
1. Processing Fee amounting RM50.00 AND Registration Fee amounting RM 1,000.	<input type="checkbox"/>	<input type="checkbox"/>
2. Optional: Courier service fee of RM15.00 (Purpose: Delivery of certificate of registration)	<input type="checkbox"/>	<input type="checkbox"/>
3. Form A7 has been duly filled and signed.	<input type="checkbox"/>	<input type="checkbox"/>
4. Statutory Declaration of all directors and shareholders has been duly filled and signed.	<input type="checkbox"/>	<input type="checkbox"/>
5. Letter of Acknowledgement by company other than Engineering Consultancy Practice. <i>(if applicable)</i>	<input type="checkbox"/>	<input type="checkbox"/>
6. Declaration on Active Involvement with other ECP has been submitted (if applicable).	<input type="checkbox"/>	<input type="checkbox"/>
7. FORM 24		
i. Certified by Company Commission of Malaysia with original stamp.	<input type="checkbox"/>	<input type="checkbox"/>
ii. Minimum Paid up capital of RM50,000.00 .	<input type="checkbox"/>	<input type="checkbox"/>
8. Form 32A (<i>Transfer of Shares</i>) is certified by Company Secretary. <i>(if applicable)</i>	<input type="checkbox"/>	<input type="checkbox"/>
9. Form 49 is certified by Company Commission of Malaysia.	<input type="checkbox"/>	<input type="checkbox"/>
10. Memorandum and Articles of Association (M&AA);		
i. Adhered to BEM standard format.	<input type="checkbox"/>	<input type="checkbox"/>
ii. Form 9 on page 1 & 5 has been certified by Company Commission of Malaysia.	<input type="checkbox"/>	<input type="checkbox"/>
11. Resolution of the Board of Directors of the Body Corporate authorising a Professional Engineer to make all final engineering decisions in accordance with Section 7(A)(3)(c) of the Act.	<input type="checkbox"/>	<input type="checkbox"/>
12. Form K duly filled and signed. <i>(if applicable)</i>	<input type="checkbox"/>	<input type="checkbox"/>

Remarks:

.....

.....

I confirm that I have completed the above and fulfils BEM requirements.

Signature of Applicant

.....
Date:

<p align="center"><u>For Office Use Only</u></p> <p align="center">Signature of Officer-in-charge Board of Engineers Malaysia</p> <p align="center">..... Date:</p>
--