



LEMBAGA JURUTERA MALAYSIA
 Tingkat 17, Ibu Pejabat JKR
 Kompleks Kerja Raya Malaysia
 Jalan Sultan Salahuddin
 50580 Kuala Lumpur, MALAYSIA.

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

Every body corporate desirous of practicing as consulting engineers **SHALL REGISTER** with BEM as provided for in Section 7A of the Registration of Engineers Act 1967 (Revised 2015).

2. Application shall be made manually by submitting FORM A7 together with payment and documents as follows:

	DOCUMENTS	EXPLANATORY NOTES
1.	RM50.00 - Processing Fee; AND RM1,000.00 - Registration Fee <u>OPTIONAL</u> Certificate delivery RM15.00 - fee via courier - service. Otherwise, the certificates will be sent by normal post.	Processing Fee is not refundable. Payment can be made in the form of money order, postal order, bank draft, cheque or internet banking or any other form as determined by the Board, made payable to the Board of Engineers Malaysia . Applications without any proof of payment will not be processed.
2.	Statutory Declaration	To be completed by all directors and shareholders in the body corporate.
3.	Letter of Acknowledgement by company other than Engineering Consultancy Practice	If a director is involved in a company other than engineering consultancy practice such as project management company, development, manpower supply and trading and so on, a letter of acknowledgement shall be obtained from the said company. The company shall declare it is aware of the director's involvement in the body corporate and have no objection for the director to practise and carry out or perform professional engineering services in the body corporate. ➤ Sample Acknowledgement Letter as in APPENDIX 1 .
4.	Declaration Letter on Active Involvement	The Board has allowed Professional Engineer to be director or partner of more than one engineering consultancy practices (ECP). The PEPC shall inform the Board in writing stating clearly the name(s) and registration of the ECP that he is involved. This Declaration letter on Active Involvement shall be submitted by each director using company letterhead in which he will be active in. ➤ Definition of Active - "Fully responsible for all actions taken by the Company including signing plan". ➤ Sample Active Declaration Letter as in APPENDIX 2 .

	DOCUMENTS	EXPLANATORY NOTES
5.	Form 24	<ul style="list-style-type: none"> The Form must be certified by Company Commission of Malaysia [<i>Suruhanjaya Syarikat Malaysia</i>] (SSM) and the stamp must be original. Minimum Paid up Capital shall be RM50,000.00.
6.	Form 32A (<i>Transfer of Shares</i>)	<ul style="list-style-type: none"> Form 32A must be filled and submitted to the Board in case of any transfer of shares among the shareholders of the company. If there is more than one Form 32A, please provide copies of the forms from the earliest shareholder until the current. All the forms must be certified by Company Secretary and the stamp must be original.
7.	Form 49	<ul style="list-style-type: none"> Form 49 must be certified by SSM and the stamp must be original.
8.	Form K	<p>If a director wishes to involve with a construction or manufacturing company, he/she must apply for permission from BEM using Form K as required under Regulation 32 of the Registration of Engineers Regulations 1990 (Revised 2015).</p> <p><i>Restriction on being a director, member or shareholder of contracting and manufacturing company, etc.</i></p> <p><i>Regulation 32.</i></p> <p>(1) <i>Except with the prior approval of the Board, a registered Engineer in an Engineering consultancy practice shall not be a director or executive of or substantial shareholder in or agent for any contracting or manufacturing company or firm or business related to building or engineering.</i></p> <p>(2) <i>If such approval is given, such registered Engineer shall not undertake any contract work wherein he is engaged to provide professional engineering services in such project unless it is in respect of a "design and build" project.</i></p>
9.	Memorandum and Articles of Association (M&AA)	<ul style="list-style-type: none"> M&AA should follow the format set by BEM. M&AA must be similar to that registered in the SSM. M&AA must be certified by SSM (Form 9, page 1 and page 5 only). M&AA format is downloadable from BEM web site i.e. http://www.bem.org.my/v3/pdf/BCnew03.pdf

For further details or enquiry, please contact:

Board of Engineers Malaysia
Tingkat 17 Blok F Ibu Pejabat JKR
Kompleks Kerja Raya Malaysia
Jalan Sultan Salahuddin
50580 Kuala Lumpur, MALAYSIA.

Tel: 603-2610 7095 or 7096 / 03-2691 2090 ext. 104 (Ms. Wahidah).

Fax: 603-2692 5017

Email: wahidah@bem.org.my

GUIDELINES FOR NAMING THE ECP

- A. The company name shall not be the same as what has been registered by BEM.

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>
