

# GUIDES TO RENEW ENGINEERING CONSULTANCY PRACTICE REGISTRATION USING MYBEM ONLINE SYSTEM

**Step 1: Visit <http://www.bem.org.my/mybem>.**

**Existing MyBEM User:** Key-in your User ID and Password at the Login Page. Click Forgot Password to recover new password.

**New User:** Click Access to obtain User ID and Password.

**REGISTERED ENGINEERS/COMPANY ONLY**  
This page is intended for Registered Engineers OR Company to obtain his/her/it first time User ID and Password.  
**Who can access to this page :** Approved Graduate Engineer, Professional Engineer, Temporary Engineer, Accredited Checker, Body Corporate, MultiDiscipline, Partnership & Sole Proprietorship.  
[Access](#)

**myBEM**  
Board of Engineers Malaysia

Welcome to myBEM Online System

Use your myBEM Online username and password to log in

User ID :   
Password :  [Login](#)  
[Forgot Password?](#)

**NEW APPLICATION**  
New applicant who is applying to register with the BEM as Graduate Engineer, Professional Engineer, Temporary Engineer, Accredited Checker & Engineering Consulting Practices for the first time, please click here.  
[Register](#)

**REMINDER :**  
You should never reveal your PIN and/or Password to anyone.

**IMPORTANT NOTICE :**  
:: Please do not login via email links

**Step 2: Select Category.**

Welcome to myBEM : FOR REGISTERED ENGINEERS/COMPANY ONLY

This page is intended for Registered Engineers/Company to obtain his/her/it first time User ID & Password only.

PLEASE SELECT YOUR PREFERRED CATEGORY :  
--  
Graduate Engineer  
Professional Engineer  
Accredited Checkers - Structural  
Accredited Checkers - Geotechnical  
Temporary Engineer  
Body Corporate  
Multidisciplinary  
Sole Proprietorship  
Partnership

For assistance, please contact 98 0590 or email to webmaster@bem.org.my.

**Step 3: Key-in Registration No. (with prefix in front) & email address. Click Request User ID & Password. System will automatically send a confirmation email containing User ID & Password. Click Home.**

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Board of Engineers Malaysia

Welcome to myBEM : FOR REGISTERED ENGINEERS/COMPANY ONLY

This page is intended for Registered Engineers/Company to obtain his/her/it first time User ID & Password only.

PLEASE SELECT YOUR PREFERRED CATEGORY :  
Body Corporate

BC Register No: BC0001 eg : BC313  
Email: eg: rqm313@yahoo.com

[Request User ID & Password](#) [Cancel](#)

For assistance, please contact BEM Online Customer Care at +603-2698 0590 or email to webmaster@bem.org.my.

Continue next page

**Step 4:** You are now at Login Page. Key-in your User ID and Password at the Login Page.

**myBEM**  
Board of Engineers Malaysia

Welcome to myBEM Online System

Use your myBEM Online username and password to log in

**REGISTERED ENGINEERS/COMPANY ONLY**  
Registered Engineers OR  
/it first time User ID and  
age : Approved Graduate  
Engineer, Temporary  
ecker, Body Corporate,  
& Sole Proprietorship.

User ID : BC0001  
Password : ..... Login  
Forgot Password?

**NEW APPLICATION**  
New applicant who is applying to  
with the BEM as Graduate En  
Professional Engineer, Ten  
Engineer, Accredited Checke  
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first time, please click here.

Register

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**Step 5:** Change password at Profile menu. Click Renewal to Renew.

**myBEM**  
Board of Engineers Malaysia

Welcome , [redacted]

Body Corporate Information :

**Bil**

1	<a href="#">Company Details</a>
2	<a href="#">Details Directors &amp; Shareholders</a>

Click Payment Record(s) to check previous payment record, to print receipt or renewal slip (if applicable).

**Step 6:**

- a) Update company data if there is any changes.
- b) Upload supporting documents (forms). Click icon '📄' to download renewal notice and forms.
- c) Select Payment Type and Bank Code. Key-in the Cheque No. /Postal order No. /Money Order No. or M2U, CIMBClicks, RHBNow Payment Reference No.
- d) Click Submit.

**DETAILS**

**Update Contact Information (Only if there is any changes)**

Address : [REDACTED]  
[REDACTED]  
[REDACTED]

Postcode/City: 46200 / PETALING JAYA

State: SELANGOR

Country: MALAYSIA

Tel. No: [REDACTED] eg. 0366681234

Fax No: [REDACTED] eg. 0366681234

Mobile No: [REDACTED] eg. 0192559857

E-mail (1st): nikkamaliah@gmail.com  
eg. rqm313@yahoo.com

E-mail (2nd): [REDACTED]  
eg. rqm313@yahoo.com

**REMINDER:**  
You are required to submit supporting documents. Please click  to download the Renewal Notice & forms. Once completed, please upload your scan document using the following upload document facility.

File(s):

**Payment Details**

Payment Description : Fee Pembaharuan  
Payment Year : 2013  
Amount : 1000.00  
Payment Date : 19/10/2012  
Prefix / Register No : BC / [REDACTED]

Payment Type : --

Bank Code : --

Payment/Cheque Reference No : [REDACTED]

Online Payment :   

Company data

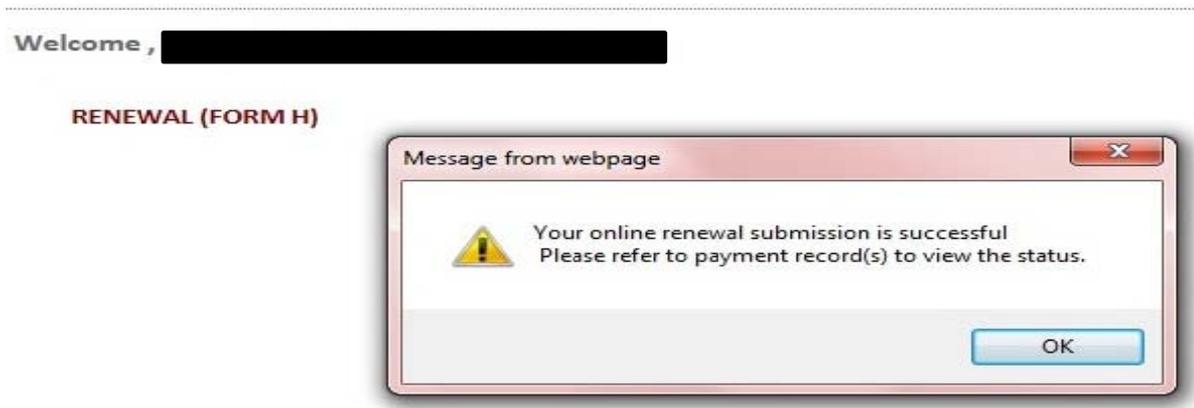
Upload company forms / declaration

Renewal Payment information

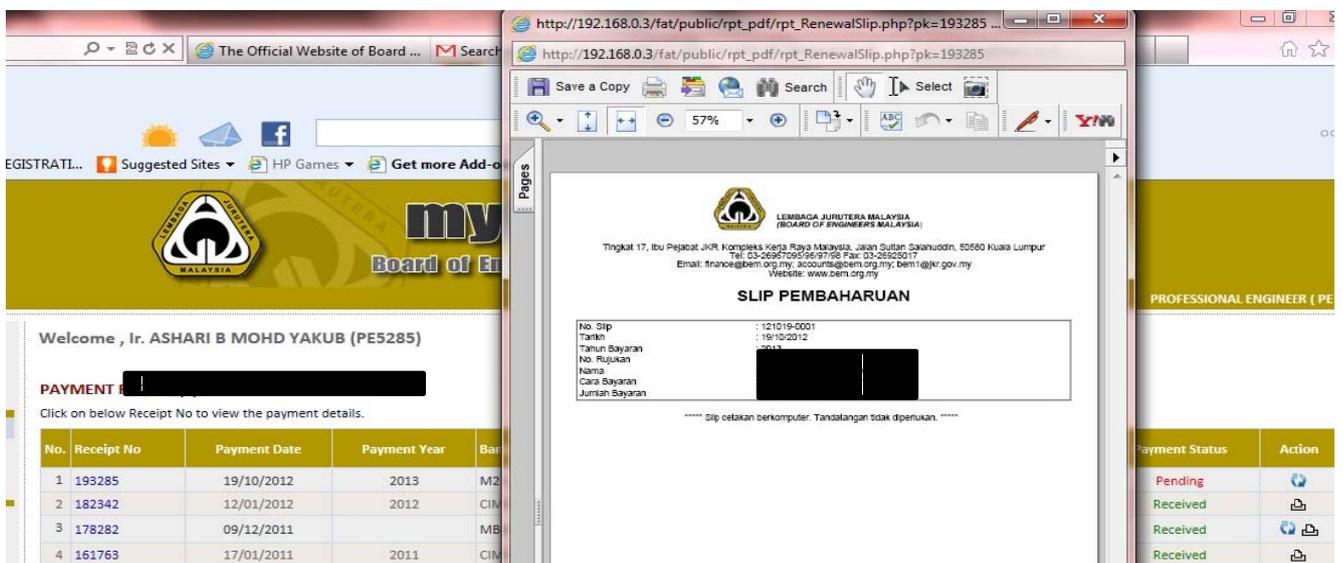
Select:  
Payment Type  
Bank Code  
Key-in Payment Ref. No.

Click Submit

**Step 7: System will prompt online renewal submission status. Click OK.**



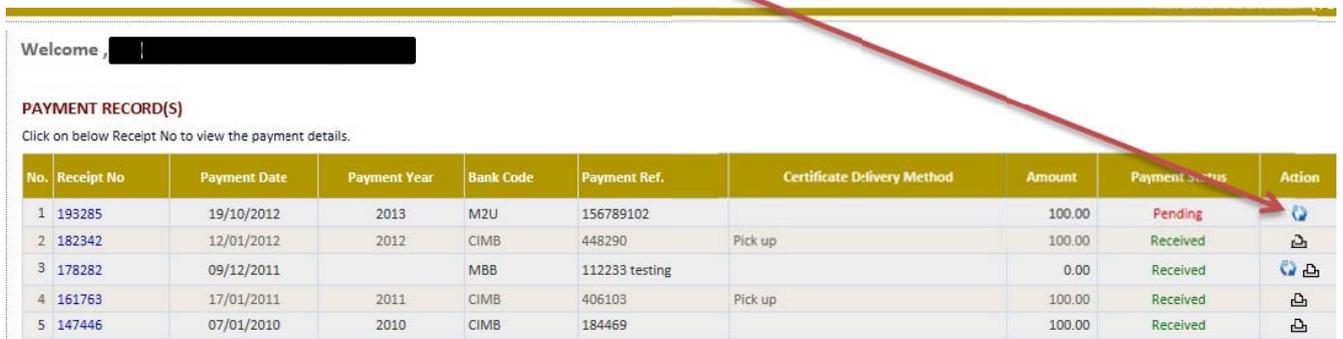
**Step 8: Print the Renewal Slip and view Payment Records.**



**\*\* IMPORTANT NOTE: \*\***

**Payment by cheque / bank draft / money order (Malaysia only):**  
**Print the Renewal Slip and send it together with your payment to the Board of Engineers Malaysia seven (7) days from the payment date.**

**Step 9: Click this icon to view or print Renewal Slip.**



**Once the Finance Department of BEM has processed and acknowledged your payment, the Print button for Receipt will be displayed. You may print your receipt by clicking the button.**