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## GUIDELINES FOR RENEWAL OF CERTIFICATE OF REGISTRATION FOR BODY CORPORATE

Kindly be informed that your registration will expire on 31/1/2017.

2. It is your responsibility to renew the registration to continue your practice. Failing to do so will enable action under Section 16(b), of the Registration of Engineers Act 1967 (Revised 2015) to be taken against you.

*“There shall be removed from the Register the name and other particulars of any registered Person, other than a Graduate Engineer, Engineering Technologist, or Engineering consultancy practice who has failed to renew his or its registration within one month of the expiry of the registration”*

3. Renewal application may be submitted by one of the following ways:

	MANUAL	ONLINE <i>(please refer to the online renewal in <a href="http://www.bem.org.my">www.bem.org.my</a>)</i>
(a)	Please complete and sign Form H1	<b><u>New Users</u></b> <ul style="list-style-type: none"><li>Please register as a user of MyBEM Online System through <a href="http://www.bem.org.my">http://www.bem.org.my</a></li></ul> Obtain your user ID and password. <b><u>Existing Users</u></b> <ul style="list-style-type: none"><li>Login into MyBEM Online System.</li></ul> Review and update company information on Form H1.
(b)	Include an annual renewal fee of RM1,000.00 <ul style="list-style-type: none"><li>Only cheque / bank draft / money order / postal orders are accepted.</li><li>Payment shall be made on behalf of “Lembaga Jurutera Malaysia”</li></ul> <b>Optional: RM15.00</b> for cost of sending certificate by courier. Otherwise, the certificates will be sent by normal mail service.	Payment can be made EITHER by: <ul style="list-style-type: none"><li>Online bill payment / internet banking.</li></ul> Enter ‘banking transaction Reference Number into the ‘Payment Reference’ field in MyBEM Online System <b>OR</b> <ul style="list-style-type: none"><li>Send a cheque / bank draft / money order / postal order.</li></ul> <b>Optional: RM15.00</b> for cost of sending certificate by courier. Otherwise, the certificates will be sent by normal mail.
(c)	<ul style="list-style-type: none"><li>Complete and sign Form D7.</li><li>Submit Form D7.</li></ul>	<ul style="list-style-type: none"><li>Complete and sign Form D7.</li><li>Upload Form D7.</li></ul>
(d)	<ul style="list-style-type: none"><li>Complete and sign Form E7.</li><li>Submit Form E7.</li></ul>	<ul style="list-style-type: none"><li>Complete and sign Form E7.</li><li>Upload Form E7.</li></ul>
(e)	<ul style="list-style-type: none"><li>Complete and sign Declaration Form</li><li>Submit Declaration Form</li></ul>	<ul style="list-style-type: none"><li>Complete and sign Declaration Form</li><li>Upload Declaration Form</li></ul>

	<b>MANUAL</b>	<b>ONLINE</b> <i>(please refer to the online renewal in <a href="http://www.bem.org.my">www.bem.org.my</a>)</i>
(f)	Submit the company's latest Annual Return. Please ensure: <ul style="list-style-type: none"> <li>• Certified by the Company Secretary.</li> <li>• Validation stamp must be original.</li> </ul>	Upload the company's latest Annual Return. Please ensure: <ul style="list-style-type: none"> <li>• Certified by the Company Secretary.</li> <li>• Validation stamp must be original.</li> </ul>
(g)	Please submit the required documents to the Board of Engineers Malaysia (BEM) for renewal. Applications must be received by BEM office before/on <b><u>31/1/2018</u></b> .	Please post the required original documents within <u>4 weeks</u> after completion of the renewal online. If payment is made by cheque / bank draft/ money order / postal order, please include digital renewal slip. Application must be received by BEM before/on <b><u>31/1/2018</u></b> .

4. The renewal Certificate will be issued after all required forms and documents are completed.

5. You required to constantly update your composition of partners, board of directors or shareholders and business address as required under Section 7A(4) and Section 14 of the Registration of Engineers Act 1967 (Revised 2015) as follows:

Section 7A(4):

***“An Engineering consultancy practice shall, within thirty days of the occurrence of any change of its sole proprietorship, or the composition of its partners, board of directors or its shareholders, furnish to the Board a true report in writing giving full particulars of the change.”***

Section 14:

***“Every registered Person and Engineering consultancy practice shall notify the Registrar of any change in his or its business address within three months of the change”.***

6. Failure to comply with the above sections is an offence shall be imposed a penalty under Section 25(1) of the Registration of Engineers Act 1967 (Revised 2015), upon conviction.

***“Any person, sole proprietorship, partnership or body corporate who contravenes this Act or any regulations made thereunder shall be guilty of an offence and shall, where no penalty is expressly provided therefore, be liable, on conviction, to a fine not exceeding ten thousand ringgit or to imprisonment for a term not exceeding one year, or to both.”***

Yours Sincerely,

- SGD -

**(Ir. HIZAMUL-DIN BIN AB RAHMAN)**  
Registrar  
**BOARD OF ENGINEERS, MALAYSIA**

**FORM H1**

**REGISTRATION OF ENGINEERS ACT 1967 (REVISED 2015)**

**APPLICATION FOR RENEWAL OF REGISTRATION FOR YEAR .....**  
**[Regulation 36 of the Registration of Engineers Regulations 1990 (Revised 2015)]**

1. Application for Renewal of Registration for:

\*  Sole Proprietorship

\*  Partnership

\*  Body Corporate

\*  Multi Discipline

2. Name of Sole Proprietorship/Partnership/Body Corporate/Multi Discipline :

.....

3. Registration No. (with BEM) :

.....

4. Address (if there is any change) :

.....  
.....  
.....

5. Tel. No. .... Fax No. ....

6. Email. : .....

7. Payable to "LEMBAGA JURUTERA MALAYSIA". Payment details:

\*  Bank Draft/Cheque No. ....

\*  Payment "online" via bank .....  
amount ..... on .....

\*  Money Order/Postal Order No.  
.....

I hereby declare that the information and particulars provided by me in this form is true and correct.

*(Signature of applicant)*

.....  
*(name)*

.....  
*(Date)*

**NOTE:** \* Please (✓) where applicable.

**FORM D7**

**BOARD OF DIRECTORS FOR YEAR .....**

(This form must be completed for ALL Directors of the Company)

Name of Body Corporate : .....

Registration No with BEM : .....

(Note : Please leave blank for new applications)

**BOARD OF DIRECTORS –**

**A. PROFESSIONAL ENGINEER WITH PRACTISING CERTIFICATE :**

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

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

\* Tick ( ✓ ) if the Director is NEW.

**Note:** Composition of Board of Directors shall comply with Section 7A and Regulation 34B(1)(a) of the Act which state that at least two third of the Board of Directors are Professional Engineer with Practising Certificate.

**B. ANY PERSON :**

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

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

\* Tick ( ✓ ) if the Director is NEW.

**Note:** Composition of Board of Directors shall comply with Section 7A and Regulation 34B(1)(b) of the Act which state that the remaining members of the Board of Directors may be any persons.

**C. DIRECTOR-IN-CHARGE :**

*Director in Charge	Name	Identification Card No./Passport No.	Profession	PEPC Reg. No.
	.....	.....	.....	.....

\* Tick ( ✓ ) if the Director is NEW.

**Note:** Composition of Board of Directors shall comply with Section 7A and Regulation 34B(1)(c) of the Act which state that one of the Board of Director shall be the person named under Section 7A(3)(iv) of the Act..

**D. SIGNATURE OF ALL THE DIRECTORS IN THE BODY CORPORATE**

(i) .....  
(Name)

.....  
(PEPC Stamp & Signature)

(ii) .....  
(Name)

.....  
(PEPC Stamp & Signature)

(iii) .....  
(Name)

.....  
(PEPC Stamp & Signature)

(iv) .....  
(Name)

.....  
(PEPC Stamp & Signature)

(v) .....  
(Name)

.....  
(PEPC Stamp & Signature)

(vi) .....  
(Name)

.....  
(PEPC Stamp & Signature)

(vii) .....  
(Name)

.....  
(PEPC Stamp & Signature)

(viii) .....  
(Name)

.....  
(PEPC Stamp & Signature)

**PENALTY**

*Section 24(a) of the Registration of Engineers Act 1967 (Revised 2015): “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 E7**

**SHAREHOLDERS FOR YEAR .....**

*(This form must be completed for ALL Shareholders of the Company)*

Name of Body Corporate : .....

Registration No with BEM : .....

*(Note : Please leave blank for new applications)*

**A. PROFESSIONAL ENGINEER WITH PRACTISING CERTIFICATE :**

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

*Shareholder	Name	Registration No.	Branch	No. of Shares	Shareholdings %
	.....	.....	.....	.....	.....
	.....	.....	.....	.....	.....
	.....	.....	.....	.....	.....

\* Tick ( ✓ ) if Shareholder is NEW.

**Total <sup>1</sup> :** .....

**B. ANY PERSON OR ANY BODY CORPORATE OR ANY PERSON AND BODY CORPORATE (if applicable) :**

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

*Shareholder	Name / Body Corporate	Profession/ Registration No. <sup>3</sup>	No. of Shares	Shareholdings %
	.....	.....	.....	.....
	.....	.....	.....	.....

\* Tick ( ✓ ) if Shareholder is NEW.

**Total <sup>2</sup> :** .....

**C. TOTAL SHAREHOLDINGS**

<b>GRAND TOTAL :</b> .....
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**D. SIGNATURE OF ALL THE SHAREHOLDERS IN THE BODY CORPORATE**

(i) .....	(ii) .....
(Name)	(Name)
.....	
(Stamp & Date)	(Stamp & Date)
(iii) .....	(iv) .....
(Name)	(Name)
.....	
(Stamp & Date)	(Stamp & Date)

**Notes:**

1. Share equity shall comply with Section 7A and Regulation 34A (1)(b) of the Act which state that at least seventy percent of its share equity to be held by Professional Engineer with Practising Certificate.
2. Share equity shall comply with Section 7A and Regulation 34A(1)(c) of the Act which state that the remaining share equity may be held by any person or any body corporate or any person and body corporate.
3. If a shareholder is a body corporate, please state its registration number, which is the number allocated to it on its incorporation by the Registrar of SSM.
4. In case of transfer/change of shares among shareholders of the body corporate, please submit Form 32A and the Stamp Certificate. Please ensure that Form 32A and Stamp Certificate are certified by the Company Secretary with the original stamp.

**PENALTY**

Section 24(a) of the Registration of Engineers Act 1967 (Revised 2015): “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.”

**PRINCIPAL / PARTNERS / DIRECTORS DECLARATION FORM**

**FOR YEAR .....**

*(this form must be completed by **all** principal / partners / directors)*

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1. Name: .....

2. Reg. No.: ..... Discipline: .....

3. List of all organization (including non-engineering companies) in which you are involved  
*(Where space provided is insufficient, please attach annexed sheet):*

Designation	Name of Company	Nature of Business

.....  
*(Signature)*

.....  
*(Professional Registration Stamp /  
Others - if available)*



## CHECKLIST FORM

(to be submitted together with FORM H1 for renewal)

	Applicant	For office use
1. Form H1 have been duly filled and signed.	<input type="checkbox"/>	<input type="checkbox"/>
2. The annual renewal fee.	<input type="checkbox"/>	<input type="checkbox"/>
<p><i>Note: Body Corporate &amp; Multi-Disciplinary: RM1,000.00</i>  <i>Partnership: RM500.00</i>  <i>Sole Proprietorship: RM250.00</i></p>		
3. Optional – Courier service charge of RM15.00	<input type="checkbox"/>	<input type="checkbox"/>
4. Complete & sign form.	<input type="checkbox"/>	<input type="checkbox"/>
<p><i>Note: Body Corporate: FORM D7 &amp; E7</i>  <i>Multi-Disciplinary: FORM D10 &amp; E10</i>  <i>Partnership: FORM DE8</i>  <i>Sole Proprietorship: FORM D9</i></p>		
5. Complete & sign Declaration Form For Year .....	<input type="checkbox"/>	<input type="checkbox"/>
6. Company Annual Return (for Body Corporate & Multi Disciplinary only)		
(i) Date of the latest Annual Report.	<input type="checkbox"/>	<input type="checkbox"/>
(ii) Certified by the Company Secretary.	<input type="checkbox"/>	<input type="checkbox"/>
(iii) Approval stamp must be original.	<input type="checkbox"/>	<input type="checkbox"/>

**Remarks:**

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.....

.....

I confirm that I have completed the above and fulfil BEM requirement

.....  
(Signature of applicant)

Date :

<p><b>FOR OFFICE USE ONLY</b></p> <p>Signature of Officer-in-Charge Board of Engineers, Malaysia</p> <p>.....</p> <p>Date :</p>
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