



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 (PARTNERSHIP)

Every partnership 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 A8 together with payment and documents as follows:

	DOCUMENTS	EXPLANATORY NOTES
1.	RM50.00 - Processing Fee; AND RM 500.00 - Registration Fee OPTIONAL 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 partners in the partnership.
3.	Letter of Acknowledgement by company other than Engineering Consultancy Practice	If any of the partners 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. ➤ 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 partner 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.	Partnership Agreement.	A copy of Partnership Agreement shall be submitted to BEM.
6.	Form K	<p>If a partner wishes to involve with a construction or manufacturing company, he/she must apply for permission of the 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>

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 A8

REGISTRATION OF ENGINEERS ACT 1967

REGISTRATION OF ENGINEERS REGULATIONS 1990

**APPLICATION FOR REGISTRATION AS AN ENGINEERING CONSULTANCY PRACTICE
(PARTNERSHIP)**

(To be completed by the Applicant in BLOCK LETTERS)

Name of Partnership :

.....

Registered Address:

.....

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

E-mail Address :

1. PARTNERS IN THE PARTNERSHIP:

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

Name	Identification Card No./ Passport No.	<u>Professional Engineer with Practicing Certificate</u> Registration No.	Branch of Engineering
.....
.....
.....

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

2. EQUITY –

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

Name	Identification Card No/ Passport No.	Professional Registration No and Branch	Equity held
.....
.....
.....

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 A8

3. LIST OF SERVICES PROPOSED TO BE OFFERED BY THE PARTNERSHIP –
(Where space provided is insufficient, please attach annexed sheet)

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

4. INFORMATION ON EMPLOYEES IN THE PARTNERSHIP –

(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 PARTNERS IN THE PARTNERSHIP –

..... (Name)

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

..... (Name)

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

FORM A8

DOCUMENTS TO BE ATTACHED WITH THIS APPLICATION FORM:

- (i) Statutory Declaration of all partners in the partnership.
- (ii) Copy of Partnership Agreement.
- (iii) Letter of Acknowledgement by company other than Engineering Consultancy Practice (*if applicable*).
- (iv) Declaration on Active Involvement with other ECP.
- (v) Form K ((permission to be a director/executive/shareholder in a contracting or manufacturing company) (*if applicable*).
- (vi) **A non-refundable** processing fee for the amount of RM50.00 and registration fee for the amount of RM500.00 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 organization

* 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)

.....

(Professional Engineer / Registered Architect /
 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 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
(PARTNERSHIP)**

CHECKLIST

(To be submitted together with Form A8)

	<u>Applicant</u>	<u>For Office Use</u>
1. Processing Fee amounting RM50.00 AND Registration Fee amounting RM 500.	<input type="checkbox"/>	<input type="checkbox"/>
2. Optional: Courier service fee of RM15.00 (<i>Purpose: Delivery of certificate of registration</i>)	<input type="checkbox"/>	<input type="checkbox"/>
3. Form A8 has been duly filled and signed.	<input type="checkbox"/>	<input type="checkbox"/>
4. Statutory Declaration from 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"/>
7. Declaration on Active Involvement with other ECP has been submitted.	<input type="checkbox"/>	<input type="checkbox"/>
8. Copy of Partnership Agreement has been submitted.	<input type="checkbox"/>	<input type="checkbox"/>
9. 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>
