

GUIDELINES FOR REGISTRATION AS AN ENGINEERING CONSULTANCY PRACTICE (PARTNERSHIP)

Every partnership desirous of practising 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:

	ITEMS	SUBMISSION REQUIREMENTS
(a)	Form A8 – Application Form	Form A8 have been duly filled and signed <i>Forms for Registration of Engineering Consultancy Practice can be downloaded online from the BEM website</i> www.bem.org.my/v3/downloads.html
(b)	RM50.00 - Processing Fee AND RM500.00 - Registration Fee * Half Registration Fee for applications approved between 1 July till 31 December	Processing Fee is not refundable. Payment can be made 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”. Applications without any proof of payment will not be processed.
	Optional : RM15.00 Costs of sending registration certificate by courier service .	Otherwise, the registration certificate will be sent by regular mail.
(c)	Receipt for Registration	A receipt will be given for the registration. Confirmation of payment is also printed on the registration certificate upon approval of the application.
(d)	Complete and sign FORM DE8	To be completed and signed by <u>ALL</u> partners in the Partnership. <i>Form DE8 can be downloaded online from the BEM website.</i>
(e)	Complete and sign FORM SD	The Statutory Declaration form to be duly filled and signed by <u>ALL</u> of the Partners of the Partnership. <i>Form SD can be downloaded online from the BEM website.</i>
(f)	Complete and sign FORM K (if applicable)	Permission to be involved in a Construction or Manufacturing Company. If a director wishes to be involved with a construction or manufacturing company, he/she must apply for permission from BEM using Form K as required under Regulation 32 of the Act. Restriction on being a director, member or shareholder of contracting and manufacturing company, etc. <i>Regulation 32 of the Act:</i> <i>(1) 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> <i>(2) 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> <i>Form K can be downloaded online from the BEM website.</i>

(g)	LETTER 1 – Acknowledgement on Professional Engineer with Practising Certificate’s Involvement in Engineering Consultancy Practice (<i>if applicable</i>)	Acknowledgement letter by other ECPs that they are aware that the Professional Engineer with Practising Certificate (PEPC) is a principal/partner/director/shareholder of more than one engineering consultancy practices (ECP). <i>Sample Letter 1 can be downloaded online from the BEM website.</i>
(h)	LETTER 2 - Declaration Letter on Active Involvement in Engineering Consultancy Practice (ECP)	The Board has allowed Professional Engineer with Practising Certificate (PEPC) to be a principal/partner/director/shareholder of more than one engineering consultancy practices (ECP). The PEPC <u>shall</u> inform the Board in writing stating clearly the name(s) and registration(s) of the ECP that he is involved. This Declaration Letter on Active Involvement shall be submitted by <u>each</u> partner using company letterhead in which he/she will be active in. • Definition of Active - “Fully responsible for all actions taken by the Company including signing plan”. <i>Sample Letter 2 can be downloaded online from the BEM website.</i>
(i)	LETTER 3 - Letter of Acknowledgement by company other than Engineering Consultancy Practice. (<i>if applicable</i>)	If a partner is involved in a company or companies 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 or companies shall declare that it/they is/are aware of the partner’s involvement in the ECP and have no objection for the partner to practise and carry out or perform professional engineering services in the ECP. <i>Sample Letter 3 can be downloaded online from the BEM website.</i>
(j)	Partnership Agreement	Please submit a certified copy of the Agreement between the Partners.

For further details or enquiry, please contact:

Board of Engineers Malaysia
Tingkat 11 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 / 03-2698 2413.
Fax: 603-2692 5017
Email: wahidah@bem.org.my or registration@bem.org.my

GUIDELINES FOR NAMING THE ECP

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

FORM A8

APPLICATION FOR REGISTRATION AS AN ENGINEERING CONSULTANCY PRACTICE (PARTNERSHIP)

Section 7A of the Registration of Engineers Act 1967 (Revised 2015)

(To be completed by the Applicant in BLOCK LETTERS)

Name of Partnership :

.....

Registered Address :

.....

.....

Tel. No. : Fax No. :

E-mail Address :

(ii) **PARTNERS**

Name	Identification Card No. / Passport	Professional Engineer with Practicing Certificate Registration No.	Branch of Engineering
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Note: Partnership shall comply with Section 7A of The Registration of Engineers Act 1967 (Revised 2015).

(iii) **LIST OF SERVICES PROPOSED TO BE OFFERED BY THE PARTNERSHIP**

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

.....

.....

.....

(iv) **INFORMATION ON EMPLOYEES IN THE PARTNERSHIP**

- (i) Number of professionals employed: Graduate Engineer :
Engineering Technologist :
Inspector of Works :
Professional Engineer :
Professional Engineer
with Practising Certificate :
Accredited Checker :
- (ii) Number of other staff :
(please specify)
- (iii) Number of employees:

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

Signed by the Partner-in-charge

Name :

Date :

.....
(PEPC 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".

DOCUMENTS TO BE ATTACHED WITH THIS APPLICATION FORM:

1. FORM DE8 – List of Partners and Equity in the Partnership
2. FORM SD - Statutory Declaration of all partners in the Partnership.
FORM K - Permission To Be Involved In A Construction Or Manufacturing Company (*if applicable*).
3. LETTER 1 - Letter of Acknowledgement by ECPs (Engineering Consultancy Practices) on the Professional Engineer with Practising Certificate's Involvement in their ECPs (*if applicable*).
4. LETTER 2 - Declaration Letter by all the Directors on Active Involvement in Engineering Consultancy Practice.
5. LETTER 3 - Letter of Acknowledgement by company or companies other than ECPs on the all the Directors' Involvement in their company or companies (*if applicable*).
6. Copy of Partnership Agreement.
7. 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:.....	

FORM DE8

PARTNERS FOR YEAR

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

Name of Partnership :

Registration No. with the Board of Engineers Malaysia :

(Note: Please leave blank for new applications)

A. PARTNERS :

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

*Partners	Name	Identification Card No. / Passport No.	Registration No.	Branch of Engineering	Equity %

* Tick (✓) if the Partner is NEW

B. SIGNATURE OF PARTNERS IN THE PARTNERSHIP :

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

(i)

.....
(Name)

(ii)

.....
(Name)

.....
(PEPC Stamp & Signature)

.....
(PEPC Stamp & Signature)

(iii)

.....
(Name)

(iv)

.....
(Name)

.....
(PEPC Stamp & Signature)

.....
(PEPC Stamp & Signature)

Note:

Composition of partners shall comply with Section 7A of The Registration of Engineers Act 1967 (Revised 2015).

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 K

To:

REGISTRAR
BOARD OF ENGINEERS MALAYSIA
TINGKAT 11 BLOK F IBU PEJABAT JKR
JALAN SULTAN SALAHUDDIN
50580 KUALA LUMPUR, MALAYSIA

PERMISSION TO BE INVOLVED IN A CONSTRUCTION OR MANUFACTURING COMPANY

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

1. Name :
2. Address :
.....
.....
3. BEM 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 Regulations 32 and 33 of the Registration of Engineers Act (Revised 2015).

(Signature)

Name :

Date :
.....

(PE / PEPC stamp)

NOTE: (1) Please attach annexed sheet if applying for more than one company.

(2) * Delete whichever not applicable.

**SAMPLE
LETTER 1**

COMPANY LETTERHEAD
(Engineering Consultancy Practice)

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

Date :

**REGISTRAR
BOARD OF ENGINEERS MALAYSIA
TINGKAT 11 BLOK F IBU PEJABAT JKR
KOMPLEKS KERJA RAYA MALAYSIA
JALAN SULTAN SALAHUDDIN
50580 KUALA LUMPUR, MALAYSIA**

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)

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,

Name :

* director / partner

Date :

.....
(PEPC Stamp)

* Delete whichever is NOT applicable

**SAMPLE
LETTER 2**

COMPANY LETTERHEAD

Our Ref: (if applicable)

Date :

**REGISTRAR
BOARD OF ENGINEERS MALAYSIA
TINGKAT 11 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.			

2. 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 :
* director / partner / principal

Date :

.....
(Stamp)

**** IMPORTANT NOTICE ****

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

**SAMPLE
LETTER 3**

COMPANY LETTERHEAD
(Companies other than Engineering Consultancy Practice)

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

Date :

**REGISTRAR
BOARD OF ENGINEERS MALAYSIA
TINGKAT 11 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 COMPANIES OTHER THAN ENGINEERING
CONSULTANCY PRACTICE**

I wish to declare that our organization/company is aware that Ir. (name)

Identification No: is involved in (name of engineering
consultancy practice)

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,

Name :
* director / partner / principal

Date :
.....
(Stamp)

* Delete whichever is NOT applicable

FORM CHECKLIST
APPLICATION FOR REGISTRATION AS AN ENGINEERING CONSULTANCY PRACTICE
(PARTNERSHIP)

(To be submitted together with Form A8)

	<u>Applicant</u>	<u>For Office Use</u>
1. Form A8 have been duly filled and signed.	<input type="checkbox"/>	<input type="checkbox"/>
2. Processing Fee of RM50.00 AND Registration Fee of RM 500.00	<input type="checkbox"/>	<input type="checkbox"/>
* Option - Courier service charge of RM 15.00 for delivery of Certificate of Registration	<input type="checkbox"/>	<input type="checkbox"/>
3. Form DE8- List of ALL Partners and Equities in the Partnership has been duly filled and signed.	<input type="checkbox"/>	<input type="checkbox"/>
4. Form SD - Statutory Declaration of <u>ALL</u> partners has been duly filled and signed.	<input type="checkbox"/>	<input type="checkbox"/>
5. Form K - Permission to be involved in a Construction or Manufacturing Company (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
6. LETTER 1 – Acknowledgement on Professional Engineer with Practising Certificate's Involvement in Engineering Consultancy Practice (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
7. LETTER 2 - Declaration Letter on Active Involvement in Engineering Consultancy Practice	<input type="checkbox"/>	<input type="checkbox"/>
8. LETTER 3 - Letter of Acknowledgement by company other than Engineering Consultancy Practice. (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
9. Copy of Partnership Agreement has been submitted.	<input type="checkbox"/>	<input type="checkbox"/>

Notes / Other Matters :

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

Signed by the Partner-in-charge

Name:

Registration No. :

Date :

For Office Use Only

Signature of Officer-in-charge Board of Engineers Malaysia

.....
Date :