

GUIDELINES FOR REGISTRATION AS AN ENGINEERING CONSULTANCY PRACTICE (SOLE PROPRIETOR)

Every sole proprietor desirous of practising as consulting engineer **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 A9 together with payment and documents as follows:

	ITEMS	SUBMISSION REQUIREMENTS
(a)	Form A9 – Application Form	Form A9 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 RM250.00 - 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 SD	The Statutory Declaration form to be duly filled and signed by the Principal of Sole Proprietor <i>Form SD can be downloaded online from the BEM website.</i>
(e)	Complete and sign FORM K (if applicable)	Permission to be involved in a Construction or Manufacturing Company If a Principal 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>

(f)	LETTER 1 - Acknowledgement on Professional Engineer with Practising Certificate's Involvement in Engineering Consultancy Practice (ECP) (<i>if applicable</i>)	<p>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 (ECPs)</p> <p><i>Sample Letter 1 can be downloaded online from the BEM website.</i></p>
(g)	LETTER 2 - Declaration Letter on Active Involvement in Engineering Consultancy Practice (ECP)	<p>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(s) that he is involved.</p> <p>This Declaration Letter on Active Involvement shall be submitted by the Principal using company letterhead in which he/she will be active in.</p> <p>• Definition of Active - “Fully responsible for all actions taken by the Company including signing plan”.</p> <p><i>Sample Letter 2 can be downloaded online from the BEM website.</i></p>
(h)	LETTER 3 - Letter of Acknowledgement by company other than Engineering Consultancy Practice (ECP) (<i>if applicable</i>)	<p>If a Principal 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.</p> <p>The company or companies shall declare that it/they is/are aware of the Principal's involvement in the ECP and have no objection for the Principal to practise and carry out or perform professional engineering services in the ECP.</p> <p><i>Sample Letter 3 can be downloaded online from the BEM website</i></p>

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 A9

**APPLICATION FOR REGISTRATION AS AN ENGINEERING CONSULTANCY
PRACTICE
(SOLE PROPRIETOR)**

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

(To be completed by the Applicant in BLOCK LETTERS)

Name of Sole Proprietor :

.....

Registered Address :

.....

Tel. No. : Fax No. :

E-mail Address :

(ii) PRINCIPAL

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

.....
Note: Sole Proprietor shall comply with Section 7A and Regulation 34 of The Registration of Engineers Act 1967 (Revised 2015).

(iii) LIST OF SERVICES PROPOSED TO BE OFFERED BY THE SOLE PROPRIETORSHIP
(Where space provided is insufficient, please attach annexed sheet)

.....

.....

.....

(iv) **INFORMATION ON EMPLOYEES IN THE SOLE PROPRIETORSHIP**

(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 fulfil
BEM requirements.

Signed by the Principal

Name:.....

Registration No.....

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 SD - Statutory Declaration by the Principal
 2. 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 the Principal on Active Involvement in Engineering Consultancy Practices.
 5. LETTER 3 - Letter of Acknowledgement by company or companies other than ECPs for the Principal's Involvement in their company or companies (*if applicable*).
- A non-refundable processing fee for the amount of RM50.00 and registration fee for the amount of RM250.00 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 SD

STATUTORY DECLARATION

I, (Full name)

(Identification Card No./ Passport No.).....

am a * 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)
) ** (Professional Engineer / Professional Engineers with
Practicing Certificates / Architect /
Professional Quantity Surveyors / Others)

Before me :)
)
) (Commissioner of Oath)

Note: * State all organizations (including non-engineering companies) in which you are involved.

** Delete where not applicable.

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 :

.....
(PEPC 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 (SOLE PROPRIETOR)

(To be submitted together with Form A9)

	<u>Applicant</u>	<u>For Office Use</u>
1. Form A9 has been duly filled and signed.	<input type="checkbox"/>	<input type="checkbox"/>
2. Processing Fee of RM 50.00 AND Registration Fee of RM 250.00	<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 SD - Statutory Declaration of Sole Proprietor has been duly filled and signed.	<input type="checkbox"/>	<input type="checkbox"/>
4. Form K - Permission to be involved in a Construction or Manufacturing Company (<i>if applicable</i>).	<input type="checkbox"/>	<input type="checkbox"/>
5. LETTER 1 – Acknowledgement on Professional Engineer with Practising Certificate's Involvement in Engineering Consultancy Practice (<i>if applicable</i>).	<input type="checkbox"/>	<input type="checkbox"/>
6. LETTER 2 - Declaration Letter on Active Involvement in Engineering Consultancy Practice.	<input type="checkbox"/>	<input type="checkbox"/>
7. LETTER 3 - Letter of Acknowledgement by company other than Engineering Consultancy Practice. (<i>if applicable</i>).	<input type="checkbox"/>	<input type="checkbox"/>

Notes / Other Matters :

.....

.....

.....

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

Signed by the Principal

Name:

Registration No. :

Date :

For Office Use Only

Signature of Officer-in-charge
Board of Engineers Malaysia

.....
Date