



## **GHANA INSTITUTION OF SURVEYORS**

**P.O. BOX 916, ACCRA**

**e-mail: [secretariat@ghisonline.org](mailto:secretariat@ghisonline.org)**

**website: [www.ghisonline.org](http://www.ghisonline.org)**

Fix Photograph

### **APPLICATION FOR ENROLMENT AS A TRAINEE PROFESSIONAL SURVEYOR**

#### **SECTION 'A' TO BE COMPLETED IN BLOCK LETTERS**

FIRST NAME/S

(SURNAME)

.....

Date of Birth..... Age:.....

Postal Address:.....

E-mail..... Tel No..... Date:.....

1. I am desirous of seeking admission as **Trainee Professional Surveyor** in the.....DIVISION and hereby agree, if enrolled, to remain as such until I qualify for admission to the class of **Professional Member**.

2. In the event of having to sit for any of the Examinations/Test of Professional/Technical Competence of the Institution, I desire to present myself in due course for same.

3. I undertake to pay both the Registration Fee and Annual Subscriptions on enrolment as a Trainee Professional Surveyor. On being admitted as a Trainee Professional Surveyor and in consideration thereof, I promise to abide by the Constitution, Bye-Laws, Rules of Conduct (Regulations) and Code of Ethics of the Ghana Institution of Surveyors.

4. I enclose the completed "STANDARD FORM FOR PERSONAL, PARTICULARS".

5. Name and address of Schools and Colleges attended with dates. ((**Attach two Certified True Copies of relevant Certificates**). **Note: Without the said Certified copies, your application will not be considered.**

a. ....

b. ....

c. ....

d. ....

e. ....

6. Qualifications (Indicate year of qualification and attach two (2) copies each of relevant certificates)

a. Academic:.....

.....

.....

**Note: Please attach two (2) copies of your Curriculum Vitae**

- b. Professional.....  
.....
- c. Applicants may supply additional information on supplementary sheets.

7. Employment Particulars (including positions held during the last 5 years):

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

**SECTION 'B'**                      **COLLEGE PRINCIPAL'S DECLARATION\***

To be completed when the candidate is engaged in Full-time/Part-time\* course of Professional Instruction in ESTATE SURVEYING AND VALUATION /QUANTITY SURVEYING/LAND SURVEYING\*

1. Mr. /Mrs. / Miss:.....

is at present taking a Full-time/Part-time course of professional instruction under me at:

.....  
.....

having commenced the course on.....since that date he/she has been pursuing a Full-time/Part-time course for the Professional Examination/Test of Professional/

Technical Competence in the.....DIVISION

**\*Ignore if not applicable**

2. The name and qualifications of the principal responsible for the candidate's instruction and making this declaration (Indicate Diploma No                      of GhIS) is

.....

Signature:.....Date:.....

**SECTION 'C'**                      **TRAINER'S/EMPLOYER'S DECLARATION**

To be signed by the Principal or by a Partner in the firm where the candidate is training/employed. Where the candidate is trained/employed in the Public Service or by a large undertaking, the signature of the Head (or his authorized deputy) of the technical department in which the candidate is engaged must be obtained.

Name of Firm or Public Service:.....

Location and Postal Address:.....

.....Tel.....

Indicate Technical Department/Division:.....

1. Mr./Mrs./Miss:.....is at present in my office obtaining practical experience under me or a senior qualified member of my staff.
2. The candidate is engaged in our Head/Branch Office at:.....
3. The name and qualifications of the person directly responsible for the candidate's training and making this declaration (Indicate Diploma No ..... of GhIS) is:  
.....

Signature:.....Date:.....

**SECTION 'D'**

**PROPOSER'S DECLARATION (FELLOWS only can propose)**

From my personal knowledge I consider the applicant a suitable candidate for enrolment as a **Trainee Professional Surveyor** of the Institution.

Name:.....Diploma No:.....

YEAR ELECTED AS FELLOW:.....

Place of Employment.....

Postal Address.....

Tel.....

Signature:.....Date:.....

**GHANA INSTITUTE OF SURVEYORS**  
**P.O. BOX 916, ACCRA**

**STANDARD FORM FOR PERSONAL PARTICULARS**

(To be submitted with appropriate formal application  
by all Applicants and to be completed in Block Letters)

**FIRST NAME:**..... **SURNAME:**.....

**POSTAL ADDRESS:**.....

.....

**AGE:**.....**YEARS**                      **DATE OF BIRTH:**.....

A. I hereby apply for enrolment as a **Professional Surveyor**, on the grounds that I have passed all relevant examination (s), the certificate (s) of which I enclose and I undertake to pay the appropriate Registration Fee on enrolment as a Trainee – Tick ☐

B. I hereby apply for exemption from all the Professional/Technical examinations of the Institution on the grounds that I have passed all relevant examinations, the Certificate (s) of which I enclosed and I undertake to pay all the appropriate fee on my admission as a **Professional Member**. – Tick ☐

1. (a) I am employed by:.....

(b) Whose Head Office address is:.....

.....

(c) I am engaged in the office as:.....

(d) This firm was established in:.....

(e) The Principal Partners' Names are (i).....

(ii).....(iii).....

(State whether they are members of the GhIS)

(f) The type of work carried out by the Firm or Department is:.....

.....

.....

(g) My Present Position is:.....

(h) Please State whether a permanent or temporary employee:.....

I was appointed on:.....

(i) My work comprises:.....

2. If undergoing full-time/Part-time course of instruction state the nature of course and the place of instruction:  
 .....  
 .....
3. Particulars of past appointments with name of firm. Indicate if any partners of these firms were members of the Ghana Institution of Surveyors:.....  
 .....
4. Is/was any relative a member of the Ghana Institution Surveyors? YES/NO IF YES, give particulars with Diploma  
 No:.....  
 .....
5. Particulars of any previous applications to the Gh.I.S with dates and decision i.e. Studentship, or examination applications:.....  
 .....
6. Are you concerned directly or indirectly in any business or trade other than that of a Surveyor as defined by the Constitution and Bye-Laws? YES/NO, If Yes give particulars:  
 .....
7. Are you entitled to receive directly or indirectly any remuneration or trade commission with any business other than that of a Surveyor? YES/NO, if Yes give particulars:  
 .....

### **APPLICANT'S DECLARATION**

I certify that the answers to the above questions are correct.

Name.....Signature..... Date:.....

**Note: You may expand any of the sections on a separate sheet of paper.**

### **FOR OFFICIAL USE ONLY**

Date Issued:.....

Date Received:.....

What is the Financial Position of the:

- Name of Proposer ..... In Good Standing? Yes ☐ No ☐
- Proposer's Employer..... In Good Standing? Yes ☐ No ☐
- Name of Trainer..... In Good Standing? Yes ☐ No ☐
- Trainer's Employer..... In Good Standing? Yes ☐ No ☐

Name of Officer:..... Signature:..... Date.....

Certificate (s) Seen:.....

.....

Examined and acknowledged by:.....

A. Executive Director's Comments.....

.....

.....Date.....

Referred to Division on (Date).....

B. Comments by Division.....

.....

Referred to Governing Council on (Date).....

C. Decision of Governing Council.....

.....

.....Date.....

D. Applicant notified on (Date).....

E. Hon. Secretary:

- Name .....
- Signature .....Date.....