

**BOARD OF QUANTITY SURVEYORS MALAYSIA/  
LEMBAGA JURUUKUR BAHAN MALAYSIA**

17th Floor, JKR Headquarters  
Jalan Sultan Salahuddin 50582 Kuala Lumpur  
Tel: 03-26967999/ 7809 Fax: 03-2692 5680  
Website: <http://www.bqsm.gov.my> E-mail: [info@bqsm.gov.my](mailto:info@bqsm.gov.my)

**ORGANISER'S APPLICATION FORM FOR CPD CREDIT POINTS**

1. Name and Address of Organiser:

1.1 Core Business of organiser:

1.2 Tel. No. :

1.3 Fax No. :

1.4 E-mail :

2. List Down The 3 Most Recent CPD Events Approved By The Board

Details of CPD Event:

Date of Approval:

- |          |       |
|----------|-------|
| 1. _____ | _____ |
| 2. _____ | _____ |
| 3. _____ | _____ |

3. Event Applied : \_\_\_\_\_

Event Title : \_\_\_\_\_

3.1 Duration of Event : \_\_\_\_\_ hours/ day(s)

CPD Point Requested: \_\_\_\_\_

Proposed Date : \_\_\_\_\_

3.2 Venue of Event:

\_\_\_\_\_  
\_\_\_\_\_

3.3 No. of Papers to be Presented : \_\_\_\_\_ papers  
(Please attach the speakers' C.V.)

4. Target Groups:

3.3 Event Registration Fee :

Signature of Organiser  
Company's Seal/ Stamp

Date:

**For Office Use Only**

- (i) CPD Credit Point Approved : \_\_\_\_\_ Credit Point
- (ii) Date of Attendance List Submitted : \_\_\_\_\_
- (iii) Date of Event Papers Submitted : \_\_\_\_\_

## **CONDITIONS FOR CPD EVENTS**

- (i) One copy of Form A & Form A1 are to be completed and submitted together with Organiser's tentative brochure/ programme
  - (ii) Applications shall reach the CPD Committee not later than two months before the date of the event.
  - (iii) Attendance lists must be duly signed by participants and shall be submitted not later than 2 weeks after the date of the event. The attendance list must be certified by the organiser prior to submission to the Board.  
For events lasting more than one day, participants are required to sign for each day the programme was held.
  - (iv) Copies of all papers presented shall be submitted together with item (iii) above not later than **2 weeks after** the event.
  - (v) All applications shall be accompanied with the requisite application processing fee as follows:
    - a) **Half (1/2) Day Event** : **RM 50.00**
    - b) **One (1) Day Event** : **RM 100.00**
    - c) **More Than One Day Event** : **RM 200.00**
    - d) **In-House Training** : **Free of Charge**
- All payment must be issued in favour of '**LEMBAGA JURUUKUR BAHAN MALAYSIA - AKAUN CPD**'.
- (vi) The Board agreed that the processing fee will not be refunded to the organizer. All approved CPD events shall be posted at the Board's web-site at <http://www.bqsm.gov.my>.
  - (vii) The Board will not entertain any application which does not comply with the aforesaid requirements.
  - (viii) All decisions of the Board regarding this application is **final**.

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**FORM A1**

17th Floor, JKR Headquarters  
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Website: <http://www.bqsm.gov.my> E-mail: [info@bqsm.gov.my](mailto:info@bqsm.gov.my)

**DETAILS OF PROGRAMME**

TITLE : .....

NAME OF ORGANISER : .....

NO.	TITLE OF PAPER	TIME (HRS)	SPEAKER (S)	DESIGNATION/ EXPERIENCE
TOTAL HOUR(S) APPLIED .....		Hour(s)	TOTAL HOUR(S) APPROVED .....	
			Hour(s)	

CPD CREDIT POINT APPROVED : .....

SIGNATURE : .....  
(Registrar, Board of Quantity Surveyors Malaysia)

DATE : .....