

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

FORM A

17th Floor, JKR Headquarters
Jalan Sultan Salahuddin
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Website: <http://www.bqsm.gov.my> E-mail: 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: _____ Credit Point
Proposed Date: _____

3.2 Venue of Event:

3.3 Event Registration Fee :

3.3 No. of Papers to be Presented : _____ papers
(please attach the speakers' C.V.)

4 Target Groups:

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 : _____

*All cheque must be made payable to 'LEMBAGA JURUUKUR BAHAN MALAYSIA - AKAUN CPD

CONDITIONS FOR CPD EVENTS

- (i) **One copy** of Form A & two copies of Form A1 are to be completed and submitted together with Organiser's tentative **brochure/ programme**.
- (ii) Applications shall reach the Chairman, 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 months after the date of the event. The attendance list must be certified by a Registered QS prior to submission to the Board.
For events lasting more than one day, participants are required to sign for each day the programs 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 75.00**
 - c. **More Than One Day Event : RM 100.00**
 - d. **Talks/ In-House Training : Free**and made payable to '**LEMBAGA JURUUKUR BAHAN MALAYSIA - AKAUN CPD**'
- (vi) The Board agreed that the **processing fee of RM25.00 will be refunded**; provided that the organizer informed on the cancellation of programme before the said application been processed. However, if the application has been processed and action been taken by the Secretariat, the processing fee will not be refunded to the organizer.
- (vii) In addition a **participation fee** equivalent to **5% of the event registration fee** in respect of **Registered Quantity Surveyor** attending the CPD event shall be imposed on the organisers. The said participation fee shall be remitted to the Board together with the return of the attendance list. All approved CPD events shall be posted at the Board's web-site at <http://www.bqsm.gov.my>.
- (viii) The Board will not entertain any application which does not comply with the aforesaid requirements.
- (ix) All decisions of the Board regarding this application are **final**.

