

BOARD OF QUANTITY SURVEYORS MALAYSIA

**GUIDELINE TO
REGISTRATION OF
QUANTITY SURVEYORS AND
CONSULTING QUANTITY
SURVEYOR PRACTISE**

27 SEPTEMBER 2010

GUIDELINE TO REGISTRATION OF QUANTITY SURVEYORS AND QUANTITY SURVEYING CONSULTING PRACTICE

1.0 Introduction

The purpose of this Guideline is to provide outline on the requirements or conditions and procedure for registration of Quantity Surveyor and practice as Consulting Quantity Surveyor. It comprises the registration of:-

- (i) Part A - Registered Graduate Quantity Surveyor
- (ii) Part B - Registered Quantity Surveyor
- (iii) Part C - Temporary Registered Quantity Surveyor
- (iv) Part D - Firm or Body Corporate
- (v) Part E - Multi-Disciplinary Practice
- (vi) Part F - Consortium or Joint Venture Practice

2.0 Part A – Registration Of Registered Graduate Quantity Surveyor

2.1 Requirement Of A Registered Graduate Quantity Surveyor

2.1.1 A person desirous to be registered as a registered Graduate Quantity Surveyor must fulfill the following: -

- a) must be a Malaysian citizen or a permanent resident of Malaysia (Section 10(3) of the Act).
- b) holds a qualification in quantity surveying recognized by the Board (Section 10(1)(a) of the Act)
- c) passed the requisite elective subjects (if required)
- d) fulfills any topping-up condition imposed by the Board.

2.1.2 The List of Recognized Qualifications approved by the Board is as in **Appendix A1** hereof which is subject to review from time to time. Current List of Recognized Qualifications can be obtained from the Board's website at <http://www.bqsm.gov.my>. Take note that the list of recognised qualifications is to be read together with the Preambles and the Guidelines For Advanced Entry into BQSM's Accredited Degree Programmes preceding the list.

2.1.3 As the list of recognized qualifications is subject to review from time to time, the list current at the time of entry of the applicant into awarding institute of higher learning (IHL) will apply for the purpose of determining the status of the program for registration.

2.2 Procedure for Registration of A Registered Graduate Quantity Surveyor

2.2.1 Application can be made in Form A as in **Appendix A2** hereof. Application can also be made online ReQSys via URL address http://bqsm.gov.my/reqsys_uat/public/ using the online registration guideline as per attached in Appendix F2.

2.2.2 Form A shall be submitted together with: -

- a) certified copy of SPM/STPM/ A-Level certificates or equivalents
- b) certified copy of Degree/Diploma/Certificate (where applicable)
- c) certified copy of full examination transcript from first year to final year of Degree/Diploma/ Certificates (where applicable)
- d) Passport-size photo in formal attire
- e) Copy of identity card (I.C.)
- f) A non-refundable processing fee of RM50.00 and registration fee of RM50.00 in the form of crossed cheque/money order/postal order/bank draft made payable to “LEMBAGA JURUUKUR BAHAN MALAYSIA”. Payment can also be made online via internet banking.
- g) Address of employment and a copy of company’s letterhead (if applicable)
- h) Duly completed Education History Form.

Hardcopy of the supporting documents for the online application must be submitted within two(2) weeks of the submission of the application.

2.2.3 Copy of academic qualifications, i.e. SPM, STPM, A-Level or its equivalent, Degree, Diploma, Certificate and its examination transcripts, IC & other required documents shall be certified by a Registered Quantity Surveyor or ISM Member/Fellow in the format as in **Appendix A3** hereof.

2.2.4 Applicant is required to state clearly in the Form A – Appendix I – Applicant’s Education History names of all the Institutions of Higher Learning (IHL) in which he has completed his studies together with the date of entry and date of completion of each study. Failure to declare the facts may result in his application being rejected.

2.2.5 If the application is incomplete or does not satisfy the registration requirements, a notification shall be issued to the applicant for rectification in the format as in **Appendix A3(I)** hereof.

2.2.6 Complete application shall be decided by the Board within four (4) months from the date of receipt of such application.

2.2.7 The Board may approve the application or approve with conditions or recommend for Topping up in the case where applications do not fully meet the registration requirements.

- 2.2.8 Applicant shall be notified of the decision of the Board in writing within one (1) month of the date of the decision.
- 2.2.9 In the event the application is rejected by the Board, the registration fee shall be returned to the applicant together with the above notification.
- 2.2.10 Successful applicant will be given a registration number. A certificate of registration in Form C as in **Appendix A4** hereof shall be issued to successful applicant.

2.3 Procedure for Renewal of A Registered Graduate Quantity Surveyor

- 2.3.1 Application shall be made online ReQSys via URL address http://bqsm.gov.my/reqsys_uat/public/ using the online registration guideline as per attached in Appendix F2 before 31st January of the following year together with renewal fee of RM50.00 and satisfying the CPD requirement and all other requirements as determined by the Board.
- 2.3.2 In the event the application for renewal is rejected by the Board, the renewal fee of the registered Graduate Quantity Surveyor less a processing fee of RM 25.00 shall be returned to the applicant together with the notification for rejection.

2.4 Procedure for Reinstatement of A Registered Graduate Quantity Surveyor

- 2.4.1 A registered Graduate Quantity Surveyor may reinstate his registration upon payment of reinstatement fee as follows:-
- (a) the total amount of renewal fees in arrears payable if registration is renewed (RM50.00 X n years) plus
 - (b) a re-registration fee of the same amount as that under paragraph (a) (RM50.00 X n years) plus
 - (c) **A non-refundable** processing fee of Ringgit Malaysia fifty (RM50.00).

and satisfying the CPD requirement and all other requirements as determined by the Board provided that the application for reinstatement is made within three (3) years of the expiry. After three (3) years of the expiry of registration, application for reinstatement of registration may be treated as though it is a new registration and requirements of application current at the time of application will apply (Section 17 of the Act).

- 2.4.2 A certificate of reinstatement will be issued upon reinstatement of the registration of the registered Graduate Quantity Surveyor in Form E as in **Appendix A5** hereof.
- 2.4.3 In the event the application for reinstatement is rejected by the Board, the reinstatement fee of the registered Graduate Quantity Surveyor shall be returned to the applicant together with the notification for rejection.

3.0 Part B – Registration of Registered Quantity Surveyor

3.1 Requirement Of A Registered Quantity Surveyor

- 3.1.1 A registered Graduate Quantity Surveyor desirous to be a Registered Quantity Surveyor must fulfill the following: -
- a) must be a Malaysian citizen or a permanent resident of Malaysia (Section 10(3) of the Act); and
 - b) must have been employed as a Quantity Surveyor under the supervision of a Registered Quantity Surveyor or ISM Member/Fellow to the satisfaction of the employer for a minimum period of two (2) years after registration with the Board as a registered graduate Quantity Surveyor in any of the department, authorities, institutions, firms or bodies corporate approved by the Board; or
 - c) in the case of a registered graduate Quantity Surveyor not in employment of any of the departments, authorities, institutions, firms or bodies corporate approved by the Board, employment as a quantity surveyor performing quantity surveying services to the satisfaction of the employer, for a minimum period of two years after registration with the Board as a registered graduate Quantity Surveyor in any firm, body corporate or organisation having either a partner, director, principal or a supervisor who is a registered Quantity Surveyor; or
 - d) in the case of a registered graduate Quantity Surveyor under the employment of an organisation that is not specified in paragraph (b) or (c), the registered graduate Quantity Surveyor shall obtain the written approval of the Board to have an external supervisor, who shall be a registered Quantity Surveyor, to supervise his practical experience in respect of performing quantity surveying services to the satisfaction of the external supervisor for a minimum period of three years after registration with the Board as a registered graduate Quantity Surveyor.

- e) must have passed the Test of Professional Competence conducted jointly by the Board and the Institution of Surveyors (Malaysia) . The Test of Professional Competence shall comprise the following:
- (i) the minimum period of two years professional experience mentioned in paragraph 3.1.1 (b) and (c) and three years professional experience mentioned in paragraph 3.1.1 (d) above shall include professional experience in specified and approved areas of work under the supervision of a registered Quantity Surveyor of which professional experience acquired overseas cannot be considered; and
 - (ii) submission of practical tasks as directed by the Joint Test of Professional Competence Panel; and
 - (iii) a written test related to the professional experience that he has obtained and the Code of professional conduct; and
 - (iv) a professional interview conducted by at least two examiners appointed by the Joint Test of Professional Competence Panel from time to time; and/or
 - (v) any other form of test or assessment of professional competence as the Joint Test of Professional Competence Panel may decide from time to time.

OR

- f) must have passed other appropriate form of tests or professional assessment as conducted or sanctioned by the Board.
- g) must have a valid registration as a Registered Graduate Quantity Surveyor. In the event the status of the said registration has lapsed, the applicant must first apply to reinstate his registration as a Registered Graduate Quantity Surveyor with the Board prior to submission for application as a Registered Quantity Surveyor with the Board.

3.2 Procedure for Registration of A Registered Quantity Surveyor

- 3.2.1 Application can be made in Form B as in **Appendix B1** hereof. Application can also be made online ReQSys via URL address http://bqsm.gov.my/reqsys_uat/public/ using the online registration guideline as per attached in Appendix F2.

- 3.2.2 Form B shall be submitted together with: -
- a) certification of minimum two or three (2 or 3) years (whichever applicable) of working experience from employer in approved format as in **Appendix B2**.
 - b) Letter of approval from Joint Test of Professional Competence (JTPC) on successful completion of TPC or other form of approved certification.
 - c) A copy of passport-size photo in formal attire.
 - d) Name and address of employment.
 - e) A non-refundable processing fee of RM50.00 and registration fee of RM300.00 in the form of crossed cheque/money order/postal order/bank draft made payable to “LEMBAGA JURUUKUR BAHAN MALAYSIA”. Payment can also be made online via internet banking.

Hardcopy of the supporting documents for the online application must be submitted within two(2) weeks of the submission of the application.

- 3.2.3 The applicant shall have his working experience certified by his employer in the format as in Appendix B2 hereof. All certificates and other required documents shall be certified in the format as in Appendix A3 hereof. For the purpose of calculating years of employment under 3.1.1 (b), (c) or (d) hereof, the commencement date of the two or three years period shall be calculated from the date of registration as a registered graduate Quantity Surveyor.
- 3.2.4 The TPC shall be conducted jointly by the Board & ISM in accordance with the Rules & Guide to the Test of Professional Competence published jointly by the Board and ISM.
- 3.2.5 If the application is incomplete or does not satisfy the registration requirements, a notification shall be issued to the applicant for rectification in the format as in **Appendix B2(I)** hereof.
- 3.2.6 Complete application shall be decided by the Board within four (4) months from the date of receipt of complete application.
- 3.2.7 Applicant shall be notified of the decision of the Board in writing within one (1) month of the date of the decision.
- 3.2.8 In the event the application is rejected by the Board, the registration fee shall be returned to the applicant together with the above notification.
- 3.2.9 Successful applicant will be given a registration number. A certificate of registration in Form D, which is in **Appendix B3** hereof shall be issued to successful applicant.

3.3 Procedure for Renewal of A Registered Quantity Surveyor

- 3.3.1 Application shall be made online ReQSys via URL address http://bqsm.gov.my/regsys_uat/public/ using the online registration guideline as per attached in Appendix F2 before 31st. January of the following year together with renewal fee of RM200.00 (Section 13(2) of the Act) and satisfying the CPD requirement and all other requirements as determined by the Board.
- 3.3.2 In the event the application for renewal is rejected by the Board, the renewal fee of the registered Quantity Surveyor less a processing fee of RM 50.00 shall be returned to the applicant together with the notification for rejection.

3.4 Procedure for Reinstatement of A Registered Quantity Surveyor

- 3.4.1 A registered Quantity Surveyor may reinstate his registration upon payment of reinstatement fee as follows:-
- (a) the total amount of renewal fees in arrears payable if registration is renewed (RM200.00 X n years) plus
 - (b) a re-registration fee of the same amount as that under paragraph (a) (RM200.00 X n years) plus
 - (c) **A non-refundable** processing fee of Ringgit Malaysia fifty (RM50.00).

and satisfying the CPD requirement and all other requirements as determined by the Board provided that the application for reinstatement is made within three (3) years of the expiry. After three (3) years of the expiry of registration, application for reinstatement of registration may be treated as though it is a new registration and requirements of application current at the time of application will apply (Section 17 of the Act).

- 3.4.2 A certificate of reinstatement will be issued upon reinstatement of the registration of a Registered Quantity Surveyor in Form F as in **Appendix B4** hereof.
- 3.4.3 In the event the application for reinstatement is rejected by the Board, the reinstatement fee of the registered Quantity Surveyor shall be returned to the applicant together with the notification for rejection.

4.0 Part C – Registration of Temporary Registered Quantity Surveyor

4.1 Requirement of A Temporary Registered Quantity Surveyor

4.1.1 A foreign Quantity Surveyor who wants to be registered as a Temporary Registered Quantity Surveyor must fulfill the following:-

- a) he possesses qualification that is recognized by the Board to be registered as a registered graduate Quantity Surveyor and;
- b) possesses the necessary expertise & his physical presence is required in Malaysia for not less than 180 days in any one year; or
- c) he is a resident representative of the foreign component of a joint-venture.

4.1.2 The list of qualifications that is recognized by the Board to be registered as a registered graduate Quantity Surveyor is as in Appendix A1 hereof which is subject to review from time to time. (Current list of recognized qualification can be obtained from the Board website at <http://www.bqsm.gov.my>).

4.2 Procedure for Registration of A Temporary Registered Quantity Surveyor

4.2.1 Application for registration as a temporary registered Quantity Surveyor can be made in Form B1 which is as attached in **Appendix C1** hereof. Application can also be made online ReQSys via URL address http://bqsm.gov.my/reqsys_uat/public/ using the online registration guideline as per attached in Appendix F2.

4.2.2 Form B1 shall be submitted together with:-

- a) Certified copy of degree or professional examination certificate.
- b) Certified copy of passport.
- c) Certified copy of certificate of membership of professional bodies/institution.
- d) A copy of passport size photo in formal attire.
- e) Proof of practical experience.
- f) Form of Declaration by sponsor.
- g) A non-refundable processing fee of RM50.00 and registration fee of RM3,000.00 in the form of crossed cheque/money order/postal order /bank draft made payable to “LEMBAGA JURUUKUR BAHAN MALAYSIA”. Payment can also be made online via internet banking.

Hardcopy of the supporting documents for the online application must be submitted within two(2) weeks of the submission of the application.

- 4.2.3 Certification of degree and other required documents shall be in the approved format as in Appendix A3 hereof.
- 4.2.4 Declaration by Sponsor shall be in accordance with format as in **Appendix C2** hereof.
- 4.2.5 Complete application shall be decided by the Board within four (4) months from the date of receipt of complete application i.e. application is in full compliance with the requirements of the Board.
- 4.2.6 Applicant shall be notified of the decision of the Board in writing within one month of the date of the decision.
- 4.2.7 In the event the application is rejected by the Board, the registration fee shall be returned to the applicant together with the above notification.
- 4.2.8 Successful applicant will be given a registration number. A certificate of registration in Form D1, which is in **Appendix C3** hereof shall be issued to successful applicant.

4.3 Procedure for Renewal of A Temporary Registered Quantity Surveyor

- 4.3.1 Every such certificate of registration shall expire on 31st day of December of the year in which it is issued and may be renewed annually online ReQSys via URL address http://bqsm.gov.my/reqsys_uat/public/ using the online registration guideline as per attached in Appendix F2 and upon payment of renewal fee of RM3,000.00 and satisfying the CPD requirement and all other requirements as determined by the Board.
- 4.3.2 In the event the application for renewal is rejected by the Board, the renewal fee of the Temporary Registered Quantity Surveyor less a processing fee of RM 50.00 shall be returned to the applicant together with the notification for rejection.

4.4 Procedure for Reinstatement of A Temporary Registered Quantity Surveyor

- 4.4.1 A Temporary Registered Quantity Surveyor may reinstate his registration upon payment of reinstatement fee as follows:-
 - (a) the total amount of renewal fees in arrears payable if registration is renewed (RM3,000.00 X n years) plus
 - (b) a re-registration fee of the same amount as that under paragraph (a) (RM3,000.00 X n years) plus

- (c) **A non-refundable** processing fee of Ringgit Malaysia fifty (RM50.00).

and satisfying the CPD requirement and all other requirements as determined by the Board provided that the application for reinstatement is made within three (3) years of the expiry. After three (3) years of the expiry of registration, application for reinstatement of registration may be treated as though it is a new registration and requirements of application current at the time of application will apply (Section 17 of the Act).

- 4.4.2 A certificate of reinstatement in Form F1 will be issued upon reinstatement of the registration of the temporary registered Quantity Surveyor. Form F1 is attached in **Appendix C4** hereof.
- 4.4.3 In the event the application for reinstatement is rejected by the Board, the reinstatement fee of the Temporary Registered Quantity Surveyor shall be returned to the applicant together with the notification for rejection.

5.0 PART D – Registration Of Firm Or Body Corporate

5.1 Requirement For Registration Of A Firm Or Body Corporate Practising As A Consulting Quantity Surveyor.

- 5.1.1 In the case of a sole proprietorship, the Principal shall¹:
- a) be a Registered Quantity Surveyor with a minimum of 5 years experience after registration as a Registered Quantity Surveyor and
 - b) be practising full time Consulting Quantity Surveyor in the firm

Those who:

- i) are engaged by another organization as a full time staff or full time contract staff, or***
ii) reside overseas as employees or students,
shall not be considered as 'full time'.

- 5.1.2 In the case of a partnership or body corporate,²
- a) at least one partner in a partnership or at least one director in a body corporate shall be practicing full time in the firm,
 - b) the partner or director practicing full time in one firm cannot be practicing full time in another firm,
 - c) the partner or director practicing full time in the firm shall be majority shareholder of the partnership or body corporate, with the balance of the shares owned by other Registered Quantity Surveyors,

¹ BQSM cicular No.2/2010 dated 21.6.2010.

² BQSM cicular No.2/2010 dated 21.6.2010.

- d) the partner or director practicing full time in the firm must be Registered Quantity Surveyor with a minimum of 5 years experience as a Registered Quantity Surveyor, the other partners or directors must also be Registered Quantity Surveyors, irrespective of years of experience,
 - e) the partner or director practicing full time in the firm who has less than 5 years experience as a Registered Quantity Surveyor can be considered if he teamed up with another full time partner or director who has more than 5 years experience as a Registered Quantity Surveyor with condition that their combined share equity must be majority in the firm and the partner or director who has more than 5 years experience must own more shares than the partner or director who has less than 5 years experience.
- 5.1.3 The name of a firm or body corporate shall be approved by the Board. The name of a sole proprietorship shall reflect the name of the principal of the firm and the professional name, ie 'QS Consult' in English or 'Perunding Ukur Bahan' in Bahasa Malaysia.³ It shall comply with all requirements of the Registrar of Business and the Registrar of Company.
- 5.1.4 Firms and body corporates are allowed to set up branches. However a sole proprietorship may open not more than 2 branches. All branches shall be managed by a Registered Quantity Surveyor. Full time partners or directors are not allowed to be branch manager⁴. A project site office shall not be construed as a branch office.
- 5.1.5 The principal/partner/director of a firm or body corporate applying for permit to practice and new partner/director appointed in an existing firm must attend a compulsory CPD programme 'Essentials for Professionals' organized by the Board within one year after approval of the permit or before the renewal of the permit for the following year.
- 5.1.6 The body corporate shall be incorporated under the Companies Act 1965 with a minimum paid up capital of RM50,000.00.

³ Minute of Board's meeting dated 24.11.09 item 3.2(a)(i) and 25.1.2010 item 3.1.1.1(b) and BQSM circular No.1/2010 dated 22.3.2010.

⁴ BQSM circular No.2/2010 dated 21.6.2010.

- 5.1.7 The number of practices permitted by the Board to each individually Registered Quantity Surveyor to practise shall be a maximum of two (2) practices, i.e. in a partnership and a body corporate or a partnership and multi-disciplinary practice (MDP); or a body corporate and a MDP. The Board may at its absolute discretion approve a Registered Quantity Surveyor who is a partner in a partnership or a director in a body corporate to be a director in a MDP or vice-versa, provided always it is with the full knowledge and consent in writing of the other partner(s) or director(s) respectively. However in the case of a sole proprietorship, the principal is allowed to have only one practice.
- 5.1.8 A qualified Registered Quantity Surveyor maybe appointed as a director of a Consulting Quantity Surveyor firm without holding any equity but it is compulsory for a shareholder of a Consulting Quantity Surveyor firm to be a director of the said firm.
- 5.1.9 All principal/partner/director of a firm or body corporate must have a valid registration as a Registered Quantity Surveyor. In the event the registration status of the principal/partner/director of the firm or body corporate has lapsed, then the principal/partner/director of the firm or body corporate has to first reinstate his registration status with the Board before his application for registration of the firm or body corporate to practise as a Consulting Quantity Surveyor firm can be considered by the Board.
- 5.1.10 All letterheads of the firm or body corporate must display its BQSM permit number, address(es) of all the BQSM registered branch office(s), name of the principal or all the partners or all the directors of the firm or body corporate together with their respective qualification and position in the firm or body corporate. All branch office letterheads must display its respective branch registration permit number, its address and name and qualification of the manager managing the respective branch office. The permit number and address of the head office of the firm or body corporate should also be displayed in the branch office letterhead.
- 5.1.11 A Registered Quantity Surveyor practicing as a Consulting Quantity Surveyor shall not, without the approval of the Board, be appointed as the Consulting Quantity Surveyor for the same project as the construction firm or developer in which he is the director or substantial shareholder or agent. The appointment of Consulting Quantity Surveyor for such project shall be approved by the Board.

5.2 Procedure for Registration As A Firm or Body Corporate

5.2.1 Application for registration can be made in Form G as in **Appendix D1** hereof. Application can also be made online ReQSys via URL address http://bqsm.gov.my/reqsys_uat/public/ using the online registration guideline as per attached in Appendix F2.

5.2.2 Form G shall be submitted together with :-

- a) A non-refundable processing fee of RM100.00 and registration fee of RM1,000.00 in the form of crossed cheque/money order/postal order /bank draft made payable to “LEMBAGA JURUUKUR BAHAN MALAYSIA”. Payment can also be made online via internet banking.
- b) Copy of degree of Sole Proprietor/Partners/Directors
- c) Registration Certificate of Sole Proprietor/Partners/Directors as a Registered Quantity Surveyor.
- d) Statutory Declaration in the presence of Commissioner of Oath that he/she is not a bankrupt from Sole Proprietor/ Partners/Directors.
- e) In the case of Sole Proprietorship, letter of resignation/letter of retirement or letter of undertaking of resignation within six (6) months from the principal (if he is still under employment).
- f) Partnership Agreement/Memorandum of Articles of Association (MAA) as the case may be with the object as specified in **Appendix D2** and duly certified by the Commission of Companies.
- g) In the case of Body Corporate, a copy of Form 24 & Form 49 duly certified by the Commission of Companies.

Hardcopy of the supporting documents for the online application must be submitted within two(2) weeks of the submission of the application.

5.2.3 If the application is incomplete or does not satisfy the requirement, the application shall be returned to the applicant for rectification in a notification in the format as in **Appendix D2(I)** hereof.

5.2.4 Applicant may be called to attend an interview with the Registration and Qualifications Committee.

5.2.5 Complete application shall be decided by the Board within ninety (90) days of the receipt of complete application.

5.2.6 Applicant shall be notified of the decision of the Board in writing within thirty (30) days of the date of the decision.

5.2.7 In the event the application is rejected by the Board, the registration fee shall be returned to the applicant together with the above notification.

5.2.8 Successful applicant will be given a permit number and the permit to practise as a Consulting Quantity Surveyor shall be issued to applicant in Form H which is attached in **Appendix D3** hereof.

5.2A Procedure for Opening Branch Office of A Firm or Body Corporate

5.2A.1 Application for opening branch office can be made in Form G2 as in **Appendix D1A** hereof.

5.2A.2 Form G2 shall be submitted together with a registration fee of RM100.00 in the form of crossed cheque/money order/postal order /bank draft made payable to “LEMBAGA JURUUKUR BAHAN MALAYSIA”. Payment can also be made online via internet banking.

5.2A.3 Applicant shall be notified of the decision of the Board in writing within thirty (30) days of the date of the decision.

5.2A.4 Successful applicant will be given a branch registration permit number and the branch registration permit which must be displayed in the branch office at all times. The branch registration permit shall be in Form H2 which is attached in **Appendix D3A** hereof.

5.2A.5 If the application does not satisfy the requirements of the Board and is rejected, the registration fee less a processing fee of RM 50.00 shall be returned to the applicant together with the notification for rejection.

5.3 Procedure For Renewal Of Permit Of A Firm Or Body Corporate

5.3.1 Every permit to practice including the branch office registration permit, shall expire on 31st day of December of the year in which it is issued. It may be renewed annually online ReQSys via URL address http://bqsm.gov.my/regsys_uat/public/ using the online registration guideline as per attached in Appendix F2 and upon payment of renewal fee of RM1,000.00 for the main office and RM100.00 each for the branch office and satisfying all requirements as determined by the Board.

- 5.3.2 All principal/partner/director of the firm or body corporate must have a valid registration as a Registered Quantity Surveyor. In the event the registration status of the principal/partner/director of the firm or body corporate has lapsed, then the principal/partner/director of the firm or body corporate has to first reinstate his registration status with the Board before his application for renewal of registration of the firm or body corporate to practise as a Consulting Quantity Surveyor firm can be considered by the Board. For Sole Proprietorship whose principal reside or under employment overseas, his permit to practice may not be renewed by the Board.
- 5.3.3 Upon the approval of renewal of permit to practise by the Board, a renewal permit to practise in Form H and H2 as in **Appendix D3** and D3A respectively will be issued.
- 5.3.4 In the event the application for renewal is rejected by the Board, the renewal fee of the firm or body corporate less a processing fee of RM100.00 for main office and RM50.00 for each branch office⁵ shall be returned to the applicant together with the notification for rejection
- 5.3.5 A firm or body corporate which has failed to renew its registration within one month of the expiry of the registration shall have its name removed from the register (Section 16(b) of the Act).
- 5.3.6 A firm or body corporate desirous of changing its name or structure or any other change shall apply to the Registrar in writing together with a fee of RM300.00 for changing of name or RM100.00 for changing of structure or any other change. The fee shall be submitted in the form of crossed cheque/money order/postal order/bank draft made payable to "LEMBAGA JURUUKUR BAHAN MALAYSIA". Application for change in structure shall be made in Form G3 as in Appendix D1B⁶.

5.4 Procedure For Reinstatement Of A Firm Or Body Corporate

- 5.4.1 At any time after this, a firm or body corporate may reinstate its registration upon payment of reinstatement fee and satisfying the information stated in the prescribed form as determined by the Board, provided that the application for reinstatement is made within three (3) years of the expiry (Section 17 of the Act). After three (3) years of the expiry of registration, application for reinstatement of registration may be treated as though it is a new registration and requirement of application current at the time of application will apply.

⁵ Decision of J/K Pendaftaran dated 6.12.2010.

⁶ Minute of Board's meeting dated 25.1.2010 item 3.6.6 and 22.3.2010 item 3.1.3.

- 5.4.2 The fee for reinstatement under section 17(1) of the Act shall comprise:
- a. the total amount of renewal fees in arrears payable if the registration is renewed (RM1,000.00 X n years) plus
 - b. a re-registration fee of the same amount as that under paragraph (a) (RM1,000.00 X n years) plus
 - c. **A non-refundable** processing fee of Ringgit Malaysia one hundred (RM100.00).
- 5.4.3 Upon reinstatement of permit to practise by the Board, a reinstatement permit to practise in Form I as in **Appendix D4** will be issued.
- 5.4.4 In the event the application for reinstatement is rejected by the Board, the reinstatement fee of the firm or body corporate shall be returned to the applicant together with the notification for rejection.

6.0 Part E – Multi-Disciplinary Practice (MDP)

6.1 Requirement of A Multi-Disciplinary Practice

- 6.1.1 The Multi-Disciplinary Practice applying for approval to provide quantity surveying services shall satisfy the following conditions:-
- a) has a board of directors comprising of Registered Quantity Surveyor, Professional Engineer and/or Professional Architect. At least one director⁷ responsible for the provision of consulting quantity surveying services shall be a Registered Quantity Surveyor with minimum 5 years of experience as a registered Quantity Surveyor under section 10(2) of the Act and to the satisfaction of the Board.
 - b) total combined shares, held by the Registered Quantity Surveyor, Professional Engineer, Professional Architect, body corporate practising as a consulting Quantity Surveyor, body corporate providing professional engineering services and/or body corporate providing architectural consultancy services, must be a minimum of 70% of overall equity of the body corporate (MDP), of which the registered Quantity Surveyor and/or the body corporate practising as consulting Quantity Surveyors hold a minimum share of 10% [QS Act Section 7B(2)(b)(i)].
 - c) the balance maximum 30% of the overall equity can be held by any other persons, including persons belonging to a profession allied to quantity surveying, engineering or architectural [QS Act 7B(2)(b)(ii)], such as accountant, lawyer, valuer, land surveyor and any other profession approved by the Board.

⁷ BQSM circular No.2/2010 dated 21.6.2010.

- d) Minimum paid-up capital of the body corporate (MDP) as determined by the Minister shall be RM150,000.00.[QS Act Section 7B(2)(c)]
- e) The number of practices permitted by the Board to each individually Registered Quantity Surveyor to practise shall be a maximum of two (2) practices, i.e. **in a partnership and a body corporate; or a partnership and Multi-Disciplinary Practice (MDP); or a body corporate and a MDP.** The Board may at its absolute discretion approve a Registered Quantity Surveyor who is a partner in a partnership or a director in a body corporate to be a director in a MDP or vice-versa, provided always it is with the full knowledge and consent in writing of the other partner(s) or director(s) respectively.
- f) MDP are allowed to set up branches. All branches opened by the MDP shall be managed full time by either a Registered Quantity Surveyor or a Professional Engineer or a Professional Architect. A project site office shall not be construed as a branch office.
- g) All directors of the MDP must have a valid registration as a Registered Quantity Surveyor, Professional Engineer or Professional Architect. In the event the registration status of any of the directors of the MDP has lapsed, then the director of the MDP has to first reinstate his registration status with the respective professional Board before his application for registration of the MDP to practise as a Consulting Quantity Surveyor can be considered by the Board.
- h) All letterheads of the MDP must display its BQSM permit number, address(es) of all the BQSM registered branch office(s), name of the directors of the MDP together with their respective qualification and position in the MDP. All branch office letterheads must display its respective branch registration permit number, its address and name and qualification of the manager managing the respective branch office. The permit number and address of the head office of the MDP should also be displayed in the branch office letterhead.

6.2 Procedure for Registration As A Multi-Disciplinary Practice

- 6.2.1 Application can be made in Form G1 as in **Appendix E1**. Application can also be made online ReQSys via URL address http://bqsm.gov.my/reqsys_uat/public/ using the online registration guideline as per attached in Appendix F2.

6.2.2 Form G1 shall be submitted together with :-

- a) A non-refundable processing fee of RM100.00 and registration fee of RM1,000.00 in the form of crossed cheque/money order/postal order/bank draft made payable to “LEMBAGA JURUUKUR BAHAN MALAYSIA”. Payment can also be made online via internet banking.
- b) Copy of degree of the directors.
- c) **Valid** registration certificates of directors as Registered Quantity Surveyor and other directors’ **valid** registration certificate with the relevant professional boards if any.
- d) Statutory declaration in the presence of Commissioner of Oath that he/she is not a bankrupt from directors.
- e) Resignation letter from current employer (if applicable).
- f) Approval letter from existing employer/partner/director to set up the MDP.
- g) Memorandum of Articles of Association (MAA) fully certified by the Commission of Companies
- i) A copy of Form 24 & 49 duly certified by the Commission Of Companies.

Hardcopy of the supporting documents for the online application must be submitted within two(2) weeks of the submission of the application.

6.2.3 If the application is incomplete or does not satisfy the requirement, the application shall be returned to the applicant for rectification in a notification in the format as in **Appendix D2(I)** hereof.

6.2.4 Applicant may be called to attend an interview with the Registration and Qualifications Committee.

6.2.5 Complete application shall be decided by the Board within ninety (90) days of the receipt of complete application; i.e. application is in full compliance with the requirement of the Board.

6.2.6 Applicant shall be notified of the decision of the Board in writing within (thirty) 30 days of the date of the decision.

6.2.7 In the event the application is rejected by the Board, the registration fee shall be returned to the applicant together with the above notification.

6.2.8 Successful applicant will be given a permit number and the permit to practise as a consulting Quantity Surveyor shall be issued to applicant in Form H1 as in **Appendix E2** hereof .

6.2A Procedure for Opening Branch Office of A Multi-Disciplinary Practice

- 6.2A.1 Application for opening branch office can be made in Form G2 as in **Appendix D1A** hereof.
- 6.2A.2 Form G2 shall be submitted together with a registration fee of RM100.00 in the form of crossed cheque/money order/postal order /bank draft made payable to “LEMBAGA JURUUKUR BAHAN MALAYSIA”. Payment can also be made online via internet banking.
- 6.2A.3 Applicant shall be notified of the decision of the Board in writing within thirty (30) days of the date of the decision.
- 6.2A.4 Successful applicant will be given a branch registration permit number and the branch registration permit which must be displayed in the branch office at all times. The branch registration permit shall be in Form H2 which is attached in **Appendix D3A** hereof.
- 5.2A.5 If the application does not satisfy the requirements of the Board and is rejected, the registration fee less a processing fee of RM 50.00 shall be returned to the applicant together with the notification for rejection.

6.3 Procedure for Renewal of A Multi-Disciplinary Practice

- 6.3.1 Every permit to practice including the branch office registration permit, shall expire on 31st day of December of the year in which it is issued. It may be renewed annually online ReQSys via URL address http://bqsm.gov.my/reqsys_uat/public/ using the online registration guideline as per attached in Appendix F2 and upon payment of renewal fee of RM1,000.00 for the main office and RM100.00 each for the branch office, and satisfying all requirements as determined by the Board.

- 6.3.2 All directors of the MDP must have a valid registration as a Registered Quantity Surveyor/Professional Engineer/Professional Architect. In the event the registration status of the director of the MDP has lapsed with the relevant Professional Board, then the director of the MDP has to first reinstate his registration status with the relevant Professional Board before his application for renewal of registration of MDP to practise as a Consulting Quantity Surveyor firm can be considered by the Board.
- 6.3.3 All permits of the MDP for the provision of consulting quantity surveying services, consulting engineering services and architectural services must be renewed concurrently with the respective professional Board. In the event the permit of the MDP with any of the Board of Engineer/Architect/Quantity Surveyor has lapsed, then the permit of the MDP of the director with the majority share must first renew his permit with his respective Board.
- 6.3.4 Upon the approval of renewal of permit to practise by the Board, a renewal permit to practise in Form H1 and H2 as in **Appendix E2 and D3A respectively** will be issued.
- 6.3.5 In the event the application for renewal is rejected by the Board, the renewal fee of the Multi-Disciplinary Practice less a processing fee of RM100.00 for main office and RM50 for each branch office⁸ shall be returned to the applicant together with the notification for rejection.
- 6.3.6 A Multi-Disciplinary Practice which has failed to renew its registration within one month of the expiry of the registration shall have its name removed from the register. (Section 16(b) of the Act).
- 6.3.7 A Multi-Disciplinary Practice desirous of changing its name or structure or any other change shall apply to the Registrar in writing together with a fee of RM 300.00 for changing of name or RM100.00 for changing of structure or any other change. The fee shall be submitted in the form of crossed cheque/money order/postal order/bank draft made payable to "LEMBAGA JURUUKUR BAHAN MALAYSIA". Application for change in structure shall be made in Form G3 as in Appendix D1B⁹.

⁸ Decision of J/K Pendaftaran on 6.12.2010.

⁹ Minute of Board's meeting dated 25.1.2010 item 3.6.6 and 22.3.2010 item 3.1.3.

6.4 Procedure for Reinstatement of Multi-Disciplinary Practice

- 6.4.1 A Multi-Disciplinary Practice may reinstate its registration upon payment of reinstatement fee and satisfying the information stated in the prescribed form as determined by the Board provided that the application for reinstatement is made within three (3) years of the expiry. (Section 17 of the Act). After 3 years of the expiry of registration, application for reinstatement of registration may be treated as though it is a new registration and requirement of application current at the time of application applies.
- 6.4.2 The fees for reinstatement under Section 17(1) of the Act shall comprise:
- a. the total amount of renewal fees referred to in Section 45 of the QS Rule in arrears payable if the registration is renewed (RM 1,000.00 X n years) plus
 - b. a re-registration fee of the same amount as that under paragraph (a) (RM 1,000.00 X n years) plus
 - c. **A non-refundable** processing fee of Ringgit Malaysia one hundred (RM100.00).
- 6.4.3 Upon reinstatement of permit to practise by the Board, a reinstatement permit to practise in Form I(1) as in **Appendix E3** will be issued.
- 6.4.4 In the event the application for reinstatement is rejected by the Board, the reinstatement fee of the Multi-Disciplinary Practice shall be returned to the applicant together with the notification for rejection.

7.0 PART F – Registration Of Consortium or Joint-Venture Practice

7.1 Requirement For Registration Of A Consortium or Joint-Venture Practice.

- 7.1.1 A Consortium/Joint-Venture practice comprising two or more Quantity Surveying practices is permissible provided the Consortium/Joint-Venture practice is specifically established to service a specific project. The Board's prior approval for the formation of the Consortium/Joint-Venture practice is required.
- 7.1.2 A Consortium/Joint-Venture practice established by way of an Intergrated Multi-Disciplinary practice is permitted by the Board if the Consortium/Joint-Venture practice is established to service a specific project. The Board's prior approval for the formation of the Quantity Surveying firm/body corporate in the Intergrated Multi-Disciplinary practice is required.

- 7.1.3 The name of Consortium/Joint-Venture shall be approved by the Board and it shall reflect comprise¹⁰ the names of all the firms that made up the Consortium/Joint-Venture.
- 7.1.4 Upon the completion of the specific project and/or upon finalizing the account for the specific project, the Consortium/Joint-Venture practice shall cease to practise and the Board shall be so notified.

7.2 Procedure for Registration As A Consortium or Joint-Venture Practice

- 7.2.1 Application can be made in Form G as in **Appendix D1** hereof. Application can also be made online ReQSys via URL address http://bqsm.gov.my/reqsys_uat/public/ using the online registration guideline as per attached in Appendix F2.
- 7.2.2 Form G shall be submitted together with :-
- i) A non-refundable processing fee of RM100.00 and registration fee of RM1,000.00 in the form of crossed cheque/money order/postal order /bank draft made payable to “**LEMBAGA JURUUKUR BAHAN MALAYSIA**”. Payment can also be made online via internet banking.
 - ii) Valid registration certificate of the firm or body corporate or Multi-Disciplinary Practice to practise as consulting Quantity Surveyor.
 - iii) A copy of the Consortium/Joint-Venture Agreement/Partnership Agreement/Memorandum of Articles of Association (MAA) as the case may be.

Hardcopy of the supporting documents for the online application must be submitted within two(2) weeks of the submission of the application.

- 7.2.3 If the application is incomplete or does not satisfy the requirement, the application shall be returned to the applicant for rectification in a notification in the format as in **Appendix D2(I)** hereof.
- 7.2.4 Applicant may be called if required to attend an interview with the Registration and Qualifications Committee.
- 7.2.5 Complete application shall be decided by the Board within ninety (90) days of the receipt of complete application.
- 7.2.6 Applicant shall be notified of the decision of the Board in writing within thirty (30) days of the date of the decision.

¹⁰ BQSM circular No.1/2010 dated 22.3.2010.

- 7.2.7 In the event the application is rejected by the Board, the registration fee shall be returned to the applicant together with the above notification.
- 7.2.8 Successful applicant will be given a permit number and the permit to practise as a Consulting Quantity Surveyor shall be issued to applicant in Form H which is attached in **Appendix D3** hereof.

7.3 Procedure For Renewal Of A Consortium or Joint-Venture Practice

- 7.3.1 Every permit to practise shall expire on 31st day of December of the year in which it is issued and may be renewed annually online ReQSys via URL address http://bqsm.gov.my/reqsys_uat/public/ using the online registration guideline as per attached in Appendix F2 and upon payment of renewal fee of RM1,000.00 and satisfying all requirements as determined by the Board.
- 7.3.2 All principal/partners/directors of the Consortium or Joint-Venture Practice must have a valid registration as a Registered Quantity Surveyor or valid registration as a Professional Engineer or Professional Architect with the relevant professional Board. In the event the registration status of the principal/partner/director of the Consortium or Joint-Venture Practice has lapsed, then the principal/partner/director of the Consortium or Joint-Venture practice has to first reinstate his registration status with the relevant Professional Boards before his application for renewal of registration of Consortium or Joint-Venture practice to practise as a Consulting Quantity Surveyor firm can be considered by the Board.
- 7.3.3 All permits of the Quantity Surveying practices/MDP forming the Consortium or Joint-Venture practice must be renewed concurrently with the respective professional Board. In the event the permit of any of the partners of the Consortium or Joint Venture with the Board of Engineer/Architect/Quantity Surveyor has lapsed, then the permit of the partner of the Consortium or Joint Venture with the majority share must first renew his permit with his respective Board.
- 7.3.4 Upon the approval of renewal of permit to practise by the Board, a renewal permit to practise in Form H as in **Appendix D3** will be issued.
- 7.3.5 In the event the application for renewal is rejected by the Board, the renewal fee of the Consortium or Joint-Venture practice less a processing fee of RM 100.00 shall be returned to the applicant together with the notification for rejection.

- 7.3.6 A Consortium or Joint-Venture practice which has failed to renew its registration within one month of the expiry of the registration shall have its name removed from the register (Section 16(b) of the Act).
- 7.3.7 A Consortium or Joint-Venture practice desirous of changing its name or structure or any other change shall apply to the Registrar in writing together with a fee of RM300.00 for changing of name or RM100.00 for changing of structure or any other change. The fee shall be submitted in the form of crossed cheque/money order/postal order/bank draft made payable to “**LEMBAGA JURUUKUR BAHAN MALAYSIA**”. Application for change in structure shall be made in Form G3 as in Appendix D1B¹¹.

7.4 Procedure For Reinstatement Of Consortium Or Joint Venture Practice

- 7.4.1 At any time after this, a Consortium or Joint-Venture practice may reinstate its registration upon payment of reinstatement fee and satisfying the information stated in the prescribed form as determined by the Board, provided that the application for reinstatement is made within three (3) years of the expiry (Section 17 of the Act). After three (3) years of the expiry of registration, application for reinstatement of registration may be treated as though it is a new registration and requirement of application current at the time of application will apply.
- 7.4.2 The fees for reinstatement under section 17(1) of the Act shall comprise:
- a. the total amount of renewal fees in arrears payable if the registration is renewed (RM1,000.00 X n years) plus
 - b. a re-registration fee of the same amount as that under paragraph (a) (RM1,000.00 X n years) plus
 - c. a non-refundable processing fee of Ringgit Malaysia one hundred (RM100.00).
- 7.4.3 Upon reinstatement of permit to practise by the Board, a reinstatement permit to practise in Form I as in **Appendix D4** will be issued.
- 7.4.4 In the event the application for reinstatement is rejected by the Board, the reinstatement fee of the Consortium or Joint Venture practice shall be returned to the applicant together with the notification for rejection.

¹¹ Minute of Board's meeting dated 25.1.2010 item 3.6.6 and 22.3.2010 item 3.1.3.

APPENDICES

- A1 - List of Recognised Qualification with Preambles
- A2 - Form A - Application form for registered Graduate Quantity Surveyor
- A3 - Certification of Degree/Transcript
- A3(I) - Notification letter for incomplete application for registered Graduate Quantity Surveyor
- A4 - Form C - Certificate of registration for registered Graduate Quantity Surveyor
- A5 - Form E - Certificate for reinstatement for registered Graduate Quantity Surveyor
- B1 - Form B – Application form for Registered Quantity Surveyor
- B2 - Format for certification of working experience by employer
- B2(I) - Notification letter for incomplete application for Registered Quantity Surveyor
- B3 - Form D – Certificate of registration for Registered Quantity Surveyor
- B4 - Form F – Certificate of reinstatement for Registered Quantity Surveyor
- C1 - Form B1 – Application form for Temporary Registered Quantity Surveyor
- C2 - Form of Declaration by sponsor
- C3 - Form D1 – Certificate of registration for Temporary Registered Quantity Surveyor
- C4 - Form F1 – Certificate of reinstatement for Temporary Registered Quantity Surveyor
- D1 - Form G - Application for approval of Sole Proprietorship / Partnership / Body Corporate to practise as Consulting Quantity Surveyors Pursuant to Section 7A
- D1A - Form G2 – Application for opening branch office by Sole Proprietorship / Partnership / Body Corporate Pursuant to BQSM circular no.4/2009.
- D1B - Form G3 – Application for change in structure of Partnership / Body Corporate Pursuant to BQSM meeting on 22.3.2010 item 3.1.3¹².
- D2 - Object of Partnership / Body Corporate
- D2(I) - Notification letter for incomplete application for permit to practise

¹² Minute of Board's meeting dated 25.1.2010 item 3.6.6 and 22.3.2010 item 3.1.3.

- D3 - Form H – Permit to practise as Consulting Quantity Surveyor Pursuant to Section 7A
- D3A - Form H2 – Branch Registration Permit to practise as Consulting Quantity Surveyor Pursuant to BQSM circular no.4/2009
- D4 - Form I – Permit of Reinstatement to practise as Consulting Quantity Surveyor Pursuant to Section 7A
- E1 - Form G1 – Application for approval of Body Corporate to practise as Consulting Quantity Surveyors Pursuant to Section 7B*
- E2 - Form H1– Permit to practise as Consulting Quantity Surveyor Pursuant to Section 7B*
- E3 - Form I(1) – Permit of Reinstatement to practise as Consulting Quantity Surveyors Pursuant to Section 7B*
- F1 - Flowchart for processing application for registration of Quantity Surveyors with the Board of Quantity Surveyors Malaysia
- F2 - Guideline to Online application for Registration and Renewal of Registration.

Prepared by:

Registration and Qualifications Committee

Endorsed by:



.....
Chairman
Registration and Qualifications Committee
Board of Quantity Surveyors Malaysia

Date: 25 September 2003

Revised on: 5 April 2004

Revised again on : 18 February 2005

Revised again on: 8 March 2006

Revised again on: 12 December 2007

Approved and adopted by Board on 31 January 2008

Revised again on: 29 December 2009

Approved and adopted by Board on 22 March 2010

Revised again on: 27 Januari 2011

Approved and adopted by Board on 25 Februari 2011