



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



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Yang Di Pertua: **DATO' Sr ABDULL MANAF BIN HJ. HASHIM**  
DIMP, KMN, AMN, AMT, PJC, MIS (M)  
Pendaftar: **Sr ABD SHUKOR BIN IBRAHIM**  
KMN, AMP, MIS (M)  
Setiausaha: **Sr RATNA MAHYUDDIN**  
DJN, FISM

**CIRCULAR NO. 1/2009**

17 July 2009

To : All Registered Quantity Surveyors  
All Registered Graduate Quantity Surveyors  
All Temporary Registered Quantity Surveyors  
All Registered Consulting Quantity Surveyors Firms

YBhg. Datuk/Dato'/Tuan/Puan,

**GUIDELINES ON BRANCH OFFICE**

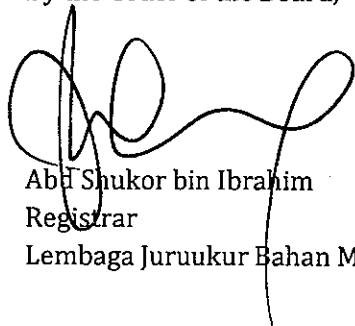
- 1.0 This circular supersedes Circular No 1/2003 pertaining to the above Guidelines dated 19 June 2003.
- 2.0 We are pleased to inform that the Board of Quantity Surveyors Malaysia (BQSM)'s at its meeting held on 16 June 2009 have approved a new guideline for setting up branch office with immediate effect.
  - 2.1 A Consulting Quantity Surveyors Practice is allowed to establish another office in the following manner :
    - (i) branch office - an extension of the main office in a different geographical location.
  - 2.2 Setting up of Branch Offices
    - (i) A Consulting Quantity Surveyors Practice is allowed to establish branch office subject to the following :
      - (a) the branch offices shall be managed full time by a Registered Quantity Surveyor, registered with the Board of Quantity Surveyors Malaysia.
      - (b) in case of multi-disciplinary practice, the branch office shall be managed full time by either a Registered Quantity Surveyor, Professional Engineer or Professional Architect.
    - (ii) A Consulting Quantity Surveyors Practice under the Sole Proprietorship status is only allowed to establish a maximum of two (2) branch offices only.

- (iii) Whenever a Consulting Quantity Surveyors Practice wishes to establish a branch office, the following requirements must be complied with :
- (a) obtain the Board's prior written approval;
  - (b) submit particulars of the Registered Quantity Surveyor, Professional Engineer or Professional Architect in-charge of the branch office, as the case maybe;
  - (c) ensure that each and every branch office is under the continuous control of the Registered Quantity Surveyor, Professional Engineer or Professional Architect in-charge of the branch office, as the case maybe

3. General

- 3.1 All letterheads of Consulting Quantity Surveyors Practice shall list the names of the Sole Proprietor, partners or directors of the sole proprietorship, partnership or body corporate respectively, with their respective qualification and designation.
- 3.2 A project site office shall not be construed as a branch office.
4. These requirements shall come into immediate effect for all new branch offices.
5. For all existing offices, these requirements must be complied with by 31 December 2010.

By the Order of the Board,



Abf Shukor bin Ibrahim  
Registrar  
Lembaga Juruukur Bahan Malaysia