



LEMBAGA JURUUKUR BAHAN MALAYSIA

BOARD OF QUANTITY SURVEYORS MALAYSIA

Yang Di Pertua
DATO' MOHAMED BIN GADING
DPMT, JSM, KMN, AMN, AMP,
FISM

Pendaftar
ABD. SHUKOR BIN IBRAHIM
AMP, MIS (M)

Setiausaha
RATNA MAHYUDDIN
FISM

CIRCULAR NO. 2/2007

Date : 31 January 2007

To : All Organisers of CPD Programmes

Dear Y.Bhg. Dato'/ Sir/ Madam,

NOTICE TO ALL ORGANISERS OF CPD PROGRAMMES

Please be informed that the Board of Quantity Surveyors Malaysia (BQSM) at its meeting held on 25 January 2007 has decided on the following, with effect from the date of this circular;

1.0 Application For Approval Of CPD Event And CPD Credit Points

- 1.1 Any party other than the Board, who wishes to organise or participate in any CPD events with the intention of obtaining 'CPD credit point' must apply in writing to the Board for accreditation at least **two (2) months before** the proposed date of the event (reference made to Clause 5.3 on 'CPD Events & Accreditation' in the CPD Guidelines For Quantity Surveyors Revised 2004). The Board will decide on the number of credit point and the Board's decision on this matter is final. The Board reserves the right not to entertain any application from organizer for their CPD events which has already been conducted in the past.
- 1.2 However, all Registered Quantity Surveyors and Registered Graduate Quantity Surveyors who have attended those seminars, in-house training programmes etc can submit an application for CPD point(s) directly to the Board.
- 1.3 The Board reserves the right to conduct inspection visit on the events organized by the organizer which application has been approved by BQSM. With effect from January 2007 onwards, the Board will be conducting inspection visits on random basis to all CPD programmes approved, especially for in-house training programmes in order to ensure that the integrity and the quality on the conduct of the CPD programme be maintained.

2.0 Notice On The New CPD Bank Account No.

- 2.1 All transaction of payment for CPD credit points applications and the 5% fee imposed on Registered QS who have attended the CPD programme shall be made payable to the new CPD account no. as follows:

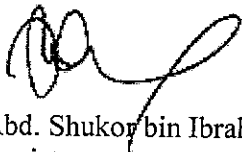
Name : **LEMBAGA JURUUKUR BAHAN MALAYSIA-AKAUN CPD**
Account No. : **5641 5522 1572**
Bank : **Maybank Berhad**
Branch : **Jalan Raja Laut, Kuala Lumpur**

3.0 Verification for attendance at any CPD Programme approved by BQSM

- 3.1 All organisers of CPD points are required to submit the duly signed attendance lists by participants not later than 2 weeks after the date of the event. For events lasting more than one day, participants are required to sign for each day the programme was held.
- 3.2 Please note that all organizers of CPD programmes shall provide the certificates of attendance or any other proof of attendance to all participants, especially BQSM members who have attended the programmes, so that they can submit the proof to the Board for verification. However, organizers who cannot provide the certificates of attendance or any other proof of attendance to BQSM members can use the attached verification form of attendance as proof of attendance.

All organizers of CPD programmes are advised to comply with all the conditions stipulated above. Thank you.

By Order Of The Board,



Abd. Shukor bin Ibrahim
Registrar
Board of Quantity Surveyors Malaysia