



BOARD OF QUANTITY SURVEYORS MALAYSIA

**GUIDELINE TO
THE REGISTRATION OF
QUANTITY SURVEYORS AND
CONSULTING QUANTITY SURVEYING PRACTICE**

NOVEMBER 2016

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CONSULTING QUANTITY SURVEYING PRACTICE**

1.0 Introduction

This Guideline is prepared based on Quantity Surveyors (Amendment) Act 2015. The purpose of this Guideline is to provide outline on the requirements or conditions and procedures for registration of Quantity Surveyors and practices relating to Quantity Surveying. It comprises the registration of:-

- Section 1 - Provisional Quantity Surveyor
- Section 2 - Professional Quantity Surveyor
- Section 3 - Consultant Quantity Surveyor
- Section 4 - Quantity Surveying Technologist
- Section 5 - Consulting Quantity Surveying Practice
- Section 6 - Multi-Disciplinary Practice
- Section 7 - Consortium or Joint Venture Practice

The flowchart for processing application for all registrations with the Board of Quantity Surveyors Malaysia is as in Appendix A.

2.0 Section 1 – Registration of Provisional Quantity Surveyor

2.1 Requirement for Registration

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

- a) holds a qualification recognised by the Board Of Quantity Surveyors Malaysia (Board) (Section 10(1)(a) of the Act)
- b) has a permanent address in Malaysia

2.1.2 The List of Accredited Qualifications approved by the Board can be obtained from the Board website at <http://bqsm.gov.my>. The list is to be read together with the Preambles to the list of accredited qualifications and the Guidelines for Advanced Entry into BQSM's Accredited Degree Programmes

2.1.3 As the List of Recognised 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

2.2.1 Application shall be made online via <http://bqsm.gov.my> by completing the Form Form ProvQS-A as per Appendix B1 based on the online registration guideline as per Appendix A2 hereof.

2.2.2 Form ProvQS-A shall be submitted together with:-

- (a) duly completed education history form
- (b) certified copy of SPM/STPM/A-Level certificates or equivalents
- (c) certified copy of degree and diploma/certificate or professional examination certificate (where applicable)
- (d) certified copy of full examination transcript from first year to final year of degree/diploma/certificate (where applicable)
- (e) form of declaration by sponsor (where applicable)
- (f) certified copy of IC/passport
- (g) certified copy of relevant permit by Immigration Department Malaysia (where applicable)
- (h) certified copy of certificate of membership of professional bodies/institution (where applicable)
- (i) passport size photo in formal attire

- (j) a non-refundable processing fee of RM50.00 and 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.

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 Certification of documents shall be by a Professional/Consultant Quantity Surveyor or RISM Member/Fellow in the format as per Appendix J1 hereof.

2.2.4 Applicant is required to state clearly in the Form ProvQS-A Applicant's Education History names of all the 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 B2 hereof.

2.2.6 Complete application shall be decided by the Board within two (2) 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 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 notification of the decision of the Board.
- 2.2.10 Successful applicant will be given a registration number. A certificate of registration in Form ProvQS-B, as in Appendix B3 hereof shall be issued to successful applicant.
- 2.2.11 Successful applicant will be allowed to use post-fix ProvQS.
- 2.2.12 The certificate of registration shall be dated on the day approved by the Board and valid until 31 December of the year issued.

2.3 Procedure for Renewal

- 2.3.1 Application shall be made online via <http://bqsm.gov.my> before 31st January of the following year together with renewal fee of RM100.00 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 less a processing fee of RM50.00 shall be returned to the applicant together with the notification for rejection.
- 2.3.3 A Provisional Quantity Surveyor who does not satisfy the CPD requirement shall have the renewed registration cancelled immediately and the renewal fee shall not be returned by the Board.

2.4 Procedure for Reinstatement

2.4.1 A Provisional Quantity Surveyor may reinstate his registration provided that the application for reinstatement is made within three (3) years of the expiry and upon payment of reinstatement fee as follows:-

- (a) the total amount of renewal fees in arrears payable if registration is renewed (RM100.00 x *n* years); plus**
- (b) a re-registration fee of the same amount as that under paragraph (a) (RM100.00 x *n* years); plus**
- (c) a non-refundable processing fee of RM50.00**

and satisfying the CPD requirement and all other requirements as determined by the Board.

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 as in Form ProvQS-C in Appendix B4 hereof.

2.4.3 In the event the application for reinstatement is rejected by the Board, the reinstatement fee shall be returned to the applicant together with the notification for rejection.

3.0 Section 2 – Registration Of Professional Quantity Surveyor

3.1 Requirement for Registration

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

- a) must be a Provisional Quantity Surveyor (Section 10(2)(a) of the Act)
- b) has a permanent address in Malaysia
- c) be physically present in Malaysia for not less than 183 days in the 12 months period prior to the application
- d) has obtained the practical experience as may be prescribed by the Board (Section 10(2)(b) of the Act)
- e) has passed a test of professional competence or other professional assessment or examination conducted or sanctioned by the Board (Section 10(2)(c) of the Act)

3.2 Procedure for Registration

3.2.1 Application shall be made online via <http://bqsm.gov.my> by completing the Form PQS-A as per Appendix C1 based on the online registration guideline as per Appendix A2 hereof.

3.2.2 Form PQS-A shall be submitted together with: -

- a) certified copy of Assessment of Professional Competence
- b) certified copy of additional academic/professional certificates and honorific title/awards conferment
- c) recent passport size photo in formal attire
- d) confirmation from employer(s) on certified local experience as per Appendix J2

- e) form of declaration by sponsor/ employer as per Appendix J3
- f) certified copy of employment permit by Immigration Department Malaysia (where applicable)
- g) name and address of employment and a copy of company's letterhead (if applicable)
- h) a non-refundable processing fee of RM100.00 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 may also be made online via internet banking.

3.2.3 Certification of documents shall be by a Professional/Consultant Quantity Surveyor or RISM Member/Fellow in the format as per Appendix J1 hereof.

3.2.4 If the application is incomplete or does not satisfy the registration requirements, a written notification shall be issued to the applicant for rectification in the format as in Appendix C2 hereof.

3.2.5 Complete application shall be decided by the Board within two (2) months from the date of receipt of such application.

3.2.6 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.

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 notification of the decision of the Board.

3.2.9 Successful applicant will be given a registration number. A certificate of registration in Form PQS-B as in Appendix C3 hereof shall be issued to successful applicant.

3.2.10 Successful applicant will be allowed to use post-fix PQS.

3.2.11 The certificate of registration shall be dated on the day approved by the Board and valid until 31 December of the year issued.

3.3 Procedure for Renewal

3.3.1 Application shall be made online via <http://bqsm.gov.my> before 31st January of the following year together with renewal fee of RM300.00 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 less a processing fee of RM100.00 shall be returned to the applicant together with the notification for rejection.

3.3.3 A Professional Quantity Surveyor who does not satisfy the CPD requirement shall have his renewed registration cancelled immediately and his renewal fee shall not be returned by the Board.

3.4 Procedure for Reinstatement

3.4.1 A Professional Quantity Surveyor may reinstate his registration provided that the application for reinstatement is made within three (3) years of the expiry and upon payment of reinstatement fee as follows:-

- (a) the total amount of renewal fees in arrears payable if registration is renewed (RM300.00 x n years) plus**
- (b) a re-registration fee of the same amount as that under paragraph (a) (RM300.00 x n years) plus**
- (c) a non-refundable processing fee of RM100.00**

and satisfying the CPD requirement and all other requirements as determined by the Board.

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 as in Form PQS-C in Appendix C4 hereof.

3.4.3 In the event the application for reinstatement is rejected by the Board, the reinstatement fee shall be returned to the applicant together with the notification for rejection.

4.0 Section 3 – Registration of Consultant Quantity Surveyor

4.1 Requirement for Registration

4.1.1 A person desirous to be a Consultant Quantity Surveyor must fulfill the following: -

- a) must be a Professional Quantity Surveyor (Section 10(3)(a) of the Act)
- b) has a permanent address in Malaysia
- c) be physically present in Malaysia for not less than 183 days in the 12 months period prior to the application
- d) has obtained the practical experience as may be prescribed by the Board (Section 10(3)(c) of the Act)
- e) has passed a further test of professional competence or other professional assessment or examination conducted or sanctioned by the Board (Section 10(3)(d) of the Act)

4.2 Procedure for Registration

4.2.1 Application can be made in Form CQS-A as in Appendix D1 hereof. Application can also be made online via <http://bqsm.gov.my> using the online registration guideline as per Appendix A2.

4.2.2 Form CQS-A shall be submitted together with: -

- a) confirmation from employer(s) on certified local experience as per Appendix J2
- b) recent passport size photo in formal attire
- c) name and address of employment and a copy of company's letterhead (if applicable)
- d) certified copy of additional academic/professional certificates and honorific title/awards conferment.

- e) a non-refundable processing fee of RM100.00 and registration fee of RM400.00 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

4.2.3 Certification of documents shall be by a Professional/Consultant Quantity Surveyor or RISM Member/Fellow in the format as per Appendix J1 hereof.

For the purpose of calculating years of employment under 4.1.1 (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 Professional Quantity Surveyor.

4.2.4 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 D2 hereof.

4.2.6 Complete application shall be decided by the Board within two (2) months from the date of receipt of such application.

4.2.7 Applicant shall be notified of the decision of the Board in writing within one (1) month of the date of the decision.

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

4.2.9 Successful applicant will be given a registration number. A certificate of registration in Form CQS-B as in Appendix D3 hereof shall be issued to successful applicant.

4.2.10 Successful applicant will be allowed to use post-fix CQS.

4.2.11 The certificate of registration shall be dated on the day approved by the Board and valid until 31 December of the year issued.

4.3 Procedure for Renewal

4.3.3 Application shall be made online via <http://bqsm.gov.my> before 31st January of the following year together with renewal fee of RM400.00 and satisfying the CPD requirement and all other requirements as determined by the Board.

4.3.4 In the event the application for renewal is rejected by the Board, the renewal fee less a processing fee of RM100.00 shall be returned to the applicant together with the notification for rejection.

4.3.5 A Consultant Quantity Surveyor who does not satisfy the CPD requirement shall have his renewed registration cancelled immediately and his renewal fee shall not be returned by the Board.

4.4 Procedure for Reinstatement

4.4.1 A Consultant Quantity Surveyor may reinstate his registration provided that the application for reinstatement is made within three (3) years of the expiry and registration upon payment of reinstatement fee as follows:-

- (a) the total amount of renewal fees in arrears payable if registration is renewed (RM400.00 x n years) plus

- (b) a re-registration fee of the same amount as that under paragraph (a) (RM400.00 x *n* years) plus
- (c) a non-refundable processing fee of RM100

and satisfying the CPD requirement and all other requirements as determined by the Board.

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 will be issued upon reinstatement of the registration as in Form CQS-C in Appendix D4 hereof.

4.4.3 In the event the application for reinstatement is rejected by the Board, the reinstatement fee shall be returned to the applicant together with the notification for rejection.

5.0 Section 4 – Registration Of Quantity Surveying Technologist

5.1 Requirement for Registration

5.1.1 A person desirous to be registered as a Quantity Surveying Technologist must fulfill the following:-

- (a) holds a qualification that is recognised by the Board (Section 10A(1) of the Act) as follows :
 - (i) Non-Accredited QS Degree
 - (ii) Cognate Degree (with QS)

- (iii) Recognised Diploma in QS with the following requirements :
 - RISM Probationer Member
 - Working in related construction industries companies
 - Passed at least 3 papers in RISM Direct Final Exam consist of :
 - (1) Professional Practice
 - (2) Measurement (2 papers)
- (b) has a permanent address in Malaysia
- (c) currently working in quantity surveying related field

5.1.2 The List of Recognized Qualifications approved by the Board can be obtained from the Board website at <http://www.bqsm.gov.my>.

5.2 Procedure for Registration

5.2.1 Application shall be made online via <http://bqsm.gov.my> by completing the Form Form QST-A as per Appendix E1 based on the online registration guideline as per Appendix A2 hereof.

5.2.2 Form QST-A shall be submitted together with:-

- (a) duly completed education history form
- (b) certified copy of SPM/STPM/A-Level certificates or equivalents
- (c) certified copy of degree and diploma/certificate or professional examination certificate (where applicable)
- (d) certified copy of full examination transcript from first year to final year of degree/diploma/certificate (where applicable)
- (e) form of declaration by sponsor (where applicable)
- (f) certified copy of IC/passport
- (g) certified copy of certificate of membership of professional bodies/institution

- (h) recent passport size photo in formal attire
- (i) a non-refundable processing fee of RM50.00 and 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.

5.2.3 Certification of documents shall be by a Professional/Consultant Quantity Surveyor or RISM Member/Fellow in the format as per Appendix J1 hereof.

5.2.4 Declaration by Sponsor shall be in accordance with format as in Appendix J3 hereof.

5.2.5 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 E2 hereof.

5.2.6 Complete application shall be decided by the Board within two (2) months from the date of receipt of such application.

5.2.7 Applicant shall be notified of the decision of the Board in writing within one month of the date of the decision.

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

5.2.9 Successful applicant will be given a registration number. A certificate of registration in Form QST-B, which is in Appendix E3 hereof shall be issued to successful applicant.

5.2.10 Successful applicant will be allowed to use post-fix QST.

5.2.11 The certificate of registration shall be dated on the day approved by the Board and valid until 31 December of the year issued.

5.3 Procedure for Renewal

5.3.1 Application shall be made online via <http://bqsm.gov.my> before the 31st January of the following year together with renewal fee of RM100.00 and satisfying the CPD requirement and all other requirements as determined by the Board.

5.3.2 In the event the application for renewal is rejected by the Board, the renewal fee less a processing fee of RM50.00 shall be returned to the applicant together with the notification for rejection.

5.3.3 A Quantity Surveying Technologist who does not satisfy the CPD requirement shall have his renewed registration cancelled immediately and his renewal fee shall not be returned by the Board.

5.4 Procedure for Reinstatement

5.4.1 A Quantity Surveying Technologist may reinstate his registration provided that the application for reinstatement is made within three (3) years of the expiry and upon payment of reinstatement fee as follows:-

- (a) the total amount of renewal fees in arrears payable if registration is renewed (RM100.00 x *n* years) plus

- (b) a re-registration fee of the same amount as that under paragraph (a) (RM100.00 x *n* years) plus
- (c) A non-refundable processing fee of RM50.00

and satisfying the CPD requirement and all other requirements as determined by the Board.

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).

5.4.2 A certificate of reinstatement will be issued upon reinstatement of the registration as in Form QST-C in Appendix E4 hereof.

5.4.3 In the event the application for reinstatement is rejected by the Board, the reinstatement fee shall be returned to the applicant together with the notification for rejection.

6.0 Section 5 – Registration Of Consulting Quantity Surveying Practice

6.1 Requirement For Registration

6.1.1 In the case of a sole proprietorship, the Principal shall be:

- a) a Consultant Quantity Surveyor,
- b) shall be residing and practising in Malaysia and physically present in Malaysia for not less than 183 days in any one calendar year, and
- c) not be under any other full time employment

6.1.2 In the case of a partnership,

- a) all the partners shall be a Consultant Quantity Surveyor, where at least one partner shall be practising full time in the firm,

- b) the partner practicing full time shall be residing and practising in Malaysia and physically present in Malaysia for not less than 183 days in any one calendar year, and not practising full time in another firm, and
- c) the partner practising full time shall be the majority shareholder of the partnership.

6.1.3 In the case of a body corporate, it¹ -

- (a) shall have
 - (i) board of directors where at least 2/3 of its members are Consultant Quantity Surveyors;
 - (ii) at least 70% of its share equity be held by Consultant Quantity Surveyors and the remaining share equity may be held by anybody, person or bodies
 - (iii) a minimum paid up capital of RM 50,000.00
- (b) the day-to-day affairs of the body corporate shall be under the control and management of a person who –
 - (i) is a Consultant Quantity Surveyor; and
 - (ii) is authorized under a resolution of the board of directors of the body corporate to make all final quantity surveying decisions on behalf of the body corporate in respect of the requirements under this Act or any other law relating to the supply of quantity surveying services by the body corporate; and
 - (iii) must possess the necessary expertise, and

¹ section 6.1.3 is applicable to LLP except item 6.1.3 (b)(ii)

(iv) shall be residing and practicing in Malaysia and physically present in Malaysia for not less than 183 days in any one calendar year.

6.1.4 A Consultant Quantity Surveyor may be appointed as a director of a Consulting Quantity Surveying Practice without holding any equity. However, it is compulsory for the shareholder who are Consultant Quantity Surveyor to be director of the said firm.

6.1.5 The name of a Consulting Quantity Surveying Practice 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; i.e. '..... QS Consult' in English or 'Perunding Ukur Bahan.....' in Bahasa Malaysia. It shall comply with all requirements of Suruhanjaya Syarikat Malaysia (SSM).

6.1.6 Consulting Quantity Surveying Practices are allowed to set up branches as follows² :

- (i) Sole Proprietor : 2 branches
- (ii) Partnership : 4 branches
- (iii) Body Corporate : unlimited

All branches shall be managed by a Professional Quantity Surveyor or Consultant Quantity Surveyor. Principal of a sole proprietorship is not allowed to be a branch manager. Non-full time partners or directors are allowed to be branch managers.

Number of branch offices allowed for each branch manager to manage are:

- (i) Non-full time partners : 4 branches
- (ii) Non full time directors : unlimited
- (iii) Staff who are Professional/Consultant Quantity Surveyors : 1 branch only for each staff

A project site office shall not be construed as a branch office.

² Board Meeting 17.12.2015

6.1.7 The principal/partner/director of a Consulting Quantity Surveying Practice applying for permit to practice and new partner/director appointed in an existing firm must attend a compulsory programme 'Essentials for Directors' organized by the Board within the year after approval of the permit or before the renewal of the permit for the following year. Principal/partner/director applying for permit to practice who have attended the said programme is exempted.

The number of practices permitted by the Board to each individual Consultant Quantity Surveyor to practise shall be a maximum of two (2) practices with the various combinations. However, consent in writing from the other partner(s) or director(s) is required.

In the case of a sole proprietorship, the principal is allowed to have only one Consulting Quantity Surveying Practice.

6.1.8 All principal/partner/director of a Consulting Quantity Surveying Practice must have a valid current registration as a Consultant Quantity Surveyor. In the event the registration status of any principal/partner/director of the Consulting Quantity Surveying Practice has lapsed, then the principal/partner/director of the Consulting Quantity Surveying Practice has to first reinstate his registration status with the Board before the application for registration of Consulting Quantity Surveying Practice can be considered by the Board.

6.1.9 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 Consultant Quantity Surveying Practice together with their professional abbreviations 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 the professional abbreviations of the branch manager managing the respective branch office. The permit number and address of the head office of the Consulting Quantity Surveying Practice should also be displayed in the branch office letterhead.

6.2 Procedure for Registration

6.2.1 Application can be made in Form CQSP-A1 as in Appendix F1 hereof. Application can also be made online via <http://bqsm.gov.my> using the online registration guideline as per attached in Appendix A2.

6.2.2 Form CQSP-A1 shall be submitted together with :-

- (a) A non-refundable processing fee of RM100.00 and registration fee of RM2,000.00 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 qualification of Sole Proprietor/ all Partners/ all Directors
- (c) Registration Certificate of Sole Proprietor/ Partners/ Directors as a Consultant Quantity Surveyor
- (d) Statutory Declaration in the presence of Commissioner of Oath from Sole Proprietor/ Partners/ Directors as per Appendix J4

- (e) In the case of Sole Proprietorship, letter of resignation/ retirement or letter of undertaking of resignation within six (6) months from the principal (if he is still under employment)
- (f) In the case of Partnership and Body Corporate, Partnership Agreement/Memorandum of Articles of Association (MAA) as the case may be with the object as specified in Appendix F2 and duly certified by the Commission of Companies or Company Secretary or a Consultant/Professional Quantity Surveyor or RISM Member/Fellow who does not have a vested interest in the firm.
- (g) In the case of Body Corporate, a copy of Form 24 & Form 49 duly certified by the Commission of Companies or Company Secretary.

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

- 6.2.3 If the application is incomplete or does not satisfy the requirement, a notification shall be issued to the applicant for rectification in the format as in Appendix H1 hereof.
- 6.2.4 Applicant shall be called to attend an interview with the Registration and Qualifications Committee.
- 6.2.5 Application shall be decided by the Board within 3 months of the receipt of complete documentation.
- 6.2.6 Applicant shall be notified in writing within one month of the date of the decision of the Board.
- 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 notification of the decision of the Board.

6.2.8 Successful applicant will be given a permit number to practice and the registration permit which must be displayed in the head office at all times. A permit shall be issued to successful applicant as in Form CQSP-A2 in Appendix F3 hereof.

6.3 Procedure for Opening Branch Office

6.3.1 Application for opening branch office can be made in Form BR1 as in Appendix H2 subjected to item 6.1.6 of this guidelines.

6.3.2 Form BR1 shall be submitted together with a 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.

6.3.3 Application shall be decided by the Board within 3 months of the receipt of complete documentation.

6.3.4 Applicant shall be notified in writing within one month of the date of the decision of the Board.

6.3.5 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 CQSP-A2(BR) which is attached in Appendix F5 hereof.

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

6.4 Procedure For Renewal

- 6.4.1** 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 shall be renewed annually using the online registration guideline as per attached in Appendix A2 and upon payment of renewal fee of RM2,000.00 for the main office and RM300.00 each for the branch office and satisfying all requirements as determined by the Board.
- 6.4.2** All principal/partner/director of the firm or body corporate and branch manager of a branch office must have a valid current registration with the Board. In the event the registration status of any principal/partner/director of the firm or body corporate or branch manager of a branch office, has lapsed, then the principal/partner/director of the firm or body corporate or branch manager of a branch office, has to first reinstate his registration status with the Board before the application for renewal of registration of the firm or body corporate to practise as a Consulting Quantity Surveying Practice or the branch office can be considered by the Board. For Sole Proprietorship whose principal reside overseas or under employment, his permit to practice shall not be renewed by the Board.
- 6.4.3** Upon the approval of renewal of permit to practise by the Board, a renewal permit to practise in Form CQSP-A2 as in Appendix F3 will be issued.
- 6.4.4** 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 shall be returned to the applicant together with the notification for rejection

6.4.5 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).

6.5 Procedure For Reinstatement

6.5.1 A Consulting Quantity Surveying 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 shall be treated as though it is a new registration and requirement of application current at the time of application will apply.

However, a branch office which has failed to renew its permit, application for reactivation of registration shall be treated as though it is a new application and a new registration number will be given.

6.5.2 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 (RM2,000.00 x n years) , plus
- (b) a re-registration fee of the same amount as that under paragraph (a) (RM2,000.00 x n years), plus
- (c) A non-refundable processing fee of Ringgit Malaysia one hundred (RM100.00).

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

6.5.4 Upon reinstatement of permit to practise by the Board, a reinstatement permit to practise in Form CQSP-A3 as in Appendix F4 will be issued.

6.5.5 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.

6.6 Procedure For Changing of Firm Name, Structure, etc.

A firm or body corporate desirous of changing its name or structure or any other change shall apply using the following forms :

- a. Form SC1 as in Appendix H3 for changing of firm structure
- b. Form NC1 as in Appendix H4 for changing of firm name
- c. Any other changes to inform the Board in writing

The application shall be made online via <http://bqsm.gov.my> using the online registration guideline as per attached in Appendix A2 together with a fee of RM300.00 for changing of name or RM300.00 for changing of structure or any other change.

Alternatively, the fee can be submitted to the Board in the form of crossed cheque/ money order/ postal order/ bank draft made payable to “LEMBAGA JURUUKUR BAHAN MALAYSIA”.

7.0 Section 6 – Multi-Disciplinary Practice (MDP)

7.1 Requirement of Registration

7.1.1 The Multi-Disciplinary Practice applying for approval to provide a combination of services comprising consulting Quantity Surveying shall satisfy the following conditions :-

- (a) has a board of directors comprising of Consultant Quantity Surveyor, Professional Engineer with Practising Certificate or Architect. At least one director responsible for the provision of consulting quantity surveying services shall be a Consultant Quantity Surveyor under section 10(3) of the Act and to the satisfaction of the Board.**
- (b) total combined shares, held by the Consultant Quantity Surveyor, Professional Engineer with Practising Certificate, Architect, body corporate practising as a Consulting Quantity Surveying Practice, body corporate providing professional engineering services or body corporate providing architectural consultancy services, must be a minimum of 70% of overall equity of the body corporate (MDP), of which the Consultant Quantity Surveyor or the body corporate practising as Consulting Quantity Surveying Practice 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.**

- (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 Consultant 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 MDP; or a body corporate and a MDP. The Board may at its absolute discretion approve a Consultant 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) The MDP shall not be regarded as a Consulting Quantity Surveying Practice. It can only provide Quantity Surveying Services for the project under the MDP.
- (g) MDP is allowed to set up branches. All branches shall be managed full time by either a Consultant Quantity Surveyor or a Professional Engineer with Practising Certificate or an Architect who has no commitment with the management of the main office.
- (h) All directors of the MDP must have a valid current registration as a Consultant Quantity Surveyor, Professional Engineer with Practising Certificate or 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 the application for registration of the MDP to practise as a Consulting Quantity Surveying Practice can be considered by the Board.

- (i) 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 professional abbreviations and position in the MDP.
- (j) All branch office letterheads must display its respective branch registration permit number, its address and name and professional abbreviations of the branch 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.

7.2 Procedure for Registration

7.2.1 Application can be made in Form CQSP-B1 as in Appendix G1 hereof. Application can also be made online via <http://bqsm.gov.my> using the online registration guideline as per attached in Appendix A2.

7.2.2 Form CQSP-B1 shall be submitted together with :-

- a) A non-refundable processing fee of RM100.00 and registration fee of RM2,000.00 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 Consultant 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.
- (h) Memorandum of Articles of Association (MAA) fully certified by the Commission of Companies or Company Secretary or a Consultant/Professional Quantity Surveyor or RISM Member/Fellow who has no vested interest in the MDP.
- (i) A copy of Form 24 & 49 duly certified by the Commission Of Companies or Company Secretary.

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, a notification shall be issued to the applicant for rectification in the format as in Appendix H1 hereof.

7.2.4 Applicant shall be called to attend an interview with the Registration and Qualifications Committee.

7.2.5 Complete application shall be decided by the Board within three (3) months of the receipt of complete documentation.

7.2.6 Applicant shall be notified in writing within one (1) month of the date of the decision of the Board.

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 notification of the decision of the Board.

7.2.8 Successful applicant will be given a permit number to practice. A permit shall be issued to successful applicant as in Form CQSP-B2 in Appendix G2 hereof.

7.3 Procedure for Opening Branch Office

7.3.1 Application for opening branch office can be made in BR1 as in Appendix H2 hereof.

7.3.2 Form BR1 shall be submitted together with a 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.

7.3.3 Complete application shall be decided by the Board within three (3) months of the receipt of complete documentation.

7.3.4 Applicant shall be notified in writing within one month of the date of the decision of the Board.

7.3.5 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 CQSP-B2(BR) which is attached in Appendix G4 hereof.

7.3.6 If the application does not satisfy the requirements of the Board and is rejected, the registration fee less a processing fee of RM50.00 shall be returned to the applicant together with the notification for rejection.

7.4 Procedure for Renewal

- 7.4.1** 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 shall be renewed annually using the online registration guideline as per attached in Appendix A2 and upon payment of renewal fee of RM2,000.00 for the main office and RM300.00 each for the branch office and satisfying all requirements as determined by the Board.
- 7.4.2** All directors of the MDP and branch manager of a branch office must have a valid current registration as a Consultant Quantity Surveyor/Professional Engineer with Practising Certificate/Architect. In the event the registration status of any the director of the MDP or branch manager of a branch office has lapsed with the relevant Professional Board, then the director of the MDP or branch manager of a branch office has to first reinstate his registration status with the relevant Professional Board before the application for renewal of registration of MDP to practise as a Consulting Quantity Surveying Practice can be considered by the Board.
- 7.4.3** 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.
- 7.4.4** Upon the approval of renewal of permit to practise by the Board, a renewal permit to practise in Form CQSP-B2 in Appendix G2 will be issued.

7.4.5 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 RM50.00 for each branch office shall be returned to the applicant together with the notification for rejection.

7.4.6 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).

7.5 Procedure for Reinstatement

7.5.1 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.

However, a branch office which has failed to renew its permit may reactivate its registration by making a new application and a new registration number will be given.

7.5.2 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 (RM2,000.00 x *n* years) plus
- b. a re-registration fee of the same amount as that under paragraph (a) (RM2,000.00 x *n* years) plus
- c. A non-refundable processing fee of RM100.00.

7.5.3 Upon reinstatement of permit to practise by the Board, a reinstatement permit to practise in Form CQSP-B3 as in Appendix G3 will be issued.

7.5.4 In the event the application for reinstatement is rejected by the Board, the reinstatement fee shall be returned to the applicant together with the notification for rejection.

7.6 Procedure For Changing of Firm Name, Structure, etc.

A Multi-Disciplinary Practice desirous of changing its name or structure or any other change shall apply using the following forms :

- a. Form SC1 as in Appendix H3 for changing of firm structure
- b. Form NC1 as in Appendix H4 for changing of firm name

The application shall be made online via <http://bqsm.gov.my> using the online registration guideline as per attached in Appendix A2 together with a fee of RM300.00 for changing of name or RM300.00 for changing of structure or any other change.

Alternatively, the fee can be submitted to the Board in the form of crossed cheque/ money order/ postal order/ bank draft made payable to “LEMBAGA JURUUKUR BAHAN MALAYSIA”.

8.0 Section 7 – Registration of Consortium or Joint-Venture Practice

8.1 Requirement For Registration

8.1.1 A Consortium/Joint-Venture practice comprising two or more Consulting 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.

8.1.2 The name of Consortium/Joint-Venture shall be approved by the Board and it shall comprise the names of all the firms that made up the Consortium/Joint-Venture.

8.1.3 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.

8.2 Procedure for Registration

8.2.1 Application can be made in Form CQSP-A1 as in Appendix F1 hereof. Application can also be made online via <http://bqsm.gov.my> using the online registration guideline as per attached in Appendix A2.

8.2.2 Form CQSP-A1 shall be submitted together with :-

- i) A non-refundable processing fee of RM100.00 and registration fee of RM2,000.00 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 Consulting Quantity Surveying Practices.
- iii) A copy of the Consortium Agreement/ Joint-Venture Agreement.

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

8.2.3 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 H1 hereof.

8.2.4 Application shall be decided by the Board within 3 months of the receipt of complete documentation.

8.2.5 Applicant shall be notified in writing within one month of the date of the decision of the Board.

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

8.2.7 Successful applicant will be given a permit number and the permit to practise as a Consulting Quantity Surveyor Practice shall be issued to applicant in CQSP-A2 which is attached in Appendix F3 hereof.

8.3 Procedure For Renewal

- 8.3.1** Every permit to practice shall expire on 31st day of December of the year in which it is issued. It shall be renewed annually using the online registration guideline as in Appendix A2 and upon payment of renewal fee of RM2,000.00 and satisfying all requirements as determined by the Board.
- 8.3.2** All principal/partners/directors of the Consortium or Joint-Venture Practice must have a valid registration as a Consultant Quantity Surveyor. 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 before his application for renewal of registration of Consortium or Joint-Venture Practice to practise as a Consulting Quantity Surveying Practice can be considered by the Board.
- 8.3.3** Upon the approval of renewal of permit to practise by the Board, a renewal permit to practise in CQSP-A2 as in Appendix F3 will be issued.
- 8.3.4** 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.
- 8.3.5** 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).

8.4 Procedure For Reinstatement

8.4.1 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.

8.4.2 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 (RM2,000.00 x *n* years) plus
- b. a re-registration fee of the same amount as that under paragraph (a) (RM2,000.00 x *n* years) plus
- c. a non-refundable processing fee of Ringgit Malaysia one hundred (RM100.00).

8.4.3 Upon reinstatement of permit to practise by the Board, a reinstatement permit to practise in Form CQSP-A3 as in Appendix F4 will be issued.

8.4.4 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.

7.6 Procedure For Changing of Firm Name, Structure, etc.

A Consortium or Joint-Venture practice desirous of changing its name or structure or any other change shall apply using the following forms :

- a. Form SC1 as in Appendix H3 for changing of firm structure
- b. Form NC1 as in Appendix H4 for changing of firm name
- c. Any other changes to inform the Board in writing

The application shall be made online via <http://bqsm.gov.my> using the online registration guideline as per attached in Appendix A2 together with a fee of RM300.00 for each change.

Alternatively, the fee can be submitted to the Board in the form of crossed cheque/ money order/ postal order/ bank draft made payable to “LEMBAGA JURUUKUR BAHAN MALAYSIA”.

APPENDICES

A1	Flowchart for processing application for all registrations with the Board of Quantity Surveyors Malaysia
A2	Guideline on Online application for Registration and Renewal of Registration
B1	Form ProvQS-A : Application for Provisional Quantity Surveyor
B2	Notification on incomplete application for Provisional Quantity Surveyor
B3	Form ProvQS-B : Certificate of registration for Provisional Quantity Surveyor
B4	Form ProvQS-C : Certificate of reinstatement for Provisional Quantity Surveyor
C1	Form PQS-A : Application for Professional Quantity Surveyor
C2	Notification on incomplete application of Professional Quantity Surveyor
C3	Form PQS-B : Certificate of registration for Professional Quantity Surveyor
C4	Form PQS-C : Certificate of reinstatement for Professional Quantity Surveyor
D1	Form CQS-A : Application for Consultant Quantity Surveyor
D2	Notification on incomplete application for Consultant Quantity Surveyor
D3	Form CQS-B : Certificate of registration for Consultant Quantity Surveyor
D4	Form CQS-C : Certificate of reinstatement for Consultant Quantity Surveyor

E1	Form QST-A : Application for Quantity Surveying Technologist
E2	Notification on incomplete application for Quantity Surveying Technologist
E3	Form QST-B Certificate of registration for Quantity Surveying Technologist
E4	Form QST-C Certificate of reinstatement for Quantity Surveying Technologist
F1	Form CQSP-A1 : Application for approval of Sole Proprietorship / Partnership / Body Corporate to practise as Consulting Quantity Surveying Practice Pursuant to Section 7A
F2	Object of Partnership / Body Corporate
F3	Form CQSP-A2 : Permit of Consulting Quantity Surveying Practice Pursuant to Section 7A
F4	Form CQSP-A3 : Permit of Reinstatement of Consulting Quantity Surveying Practice Pursuant to Section 7A
F5	Form CQSP-A2(BR) - Branch Registration Permit of Consulting Quantity Surveying Practice Pursuant to Section 7A
G1	Form CQSP-B1 : Application for approval of Body Corporate to practise as Consulting Quantity Surveying Practice Pursuant to Section 7B
G2	Form CQSP-B2 : Permit to practise as Consulting Quantity Surveying Practice Pursuant to Section 7B
G3	Form CQSP-B3 : Permit of Reinstatement to practise as Consulting Quantity Surveying Practice Pursuant to Section 7B
G4	Form CQSP-B2(BR) - Branch Registration Permit of Consulting Quantity Surveying Practice Pursuant to Section 7B
H1	Notification on incomplete application for permit to practise
H2	Form BR1 : Application for opening branch office
H3	Form SC1 : Application for change in structure
H4	Form NC1 : Application for change of firm name
J1	Certification of Degree/Transcript
J2	Format for certification of working experience by Employer
J3	Form of Declaration by sponsor
J4	Statutory Declaration in the presence of Commissioner of Oath from Sole Proprietor/ Partners/ Directors

Prepared by:

Registration and Qualifications Committee

Endorsed by:



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Board of Quantity Surveyors Malaysia (Session 2015-2017)

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