

**LEGEND :**

- BOARD OF APEQS
- REGISTRAR
- INVESTIGATION COMMITTEE (IC)
- DISCIPLINARY COMMITTEE (DC)
- CONCERNED
- COMPLAINANT
- MINISTER
- DOCUMENT AND CLAUSE
- SOLID LINE [AS PER ORDER]
- DASHED LINE [BEST/GOOD PRACTICE]
- N.E. NOT EXCEEDING
- RP REGISTERED PROFESSIONAL
- AGC ATTORNEY GENERAL CHAMBERS

**FROM**  
Complaints Handling Process (CHP) and Board Decision Flowchart 1

COMPLAINANT SUBMITS COMPLAINT FORM CF1.Rev 1 (shall be supported by such statutory declaration as the Board may require. Complaint made by a Public Officer or Officer of the Board is not required to submit statutory declaration) S36

COMPLAINT FORM APEQS-CF1.Rev 1, STATUTORY DECLARATION (IF REQUIRED) AND CHECKLIST A APEQS-CF1CA

Complaint received through Head Secretariat BAPEQS

Registrar to request Complainant submit statutory declaration including supporting documents if required

RECOMMEND

Complaint relates to any of the matters set out in SECTION S10, S11, S12 and S14

**COMPLAINT**  
TPOR 60 DAYS

COMPLAINT FORM APEQS-CF1.Rev 1, ILLEGAL PRACTICE FORM APEQS-CF1CA AND ILLEGAL PRACTICE CHECKLIST

Complaint is referred to the Registrar whom will review The Complaint

S10 : Illegal Practice for Architect  
S11 : Illegal Practice for Engineer  
S12 : Illegal Practice for Quantity Surveyor  
S14 : Employer Engaging None RP Unregistered Architect, Unregistered Professional Engineer, Or Unregistered Quantity Surveyor Prohibited

RECOMMEND

*Provided sufficient merits that person has contravene Section 10,11,12 [1][3][4][6][8] and/or 14*

*Not provided sufficient merits that person has contravene SECTION 10,11,12 [1][3][4][6][8] and /or14*

**REVIEW AND INQUIRY**  
TPOR 30 DAYS

Board decides concerned is guilty of an offence

[\*\*]  
Letter to highlight of illegal practice by concerned with grace period given to comply  
OR  
Letter to notify concerned of contravention to the Order and action to be taken.

Board decides concerned is not guilty of an offence

Registrar is notified of the Decision

Registrar is notified of the Decision

**ORDER**

The Minister Of Development is notified of the Decision To be exercised after AGC's advice

Letter Of Notification sent to Concerned To be exercised after AGC's advice [\*\*]

Matter referred to AGC (once directed, police report to be lodged)

[\*\*\*]  
AGC to be consulted where the court will decide on the degree of fines as fines stated in SECTION 14(2)(a), 14(2)(b), SECTION 10(9)(a), 11(9)(a), 12(9)(a) and SECTION 10(9)(b), 11(9)(b) are maximum fines

Letter Of Notification sent to Complainant

The Minister Of Development is notified of the Decision