



لمباڠ ارکيټيک جوروترا فرؤفيسيونل دان جورواوکور باهن نڅارا بروني دارالسلام

Brunei Darussalam Board of Architects Professional Engineers and Quantity Surveyors

Attention To :

**Head Secretariat Of Board Of APEQS**

Level 3, Ministry Of Development Building,

Development Road, BB 3510,

Negara Brunei Darussalam.

**For Office Use**

*CF Ref* : \_\_\_\_\_

*Received By* : \_\_\_\_\_

*Date Received* : \_\_\_\_\_

## ILLEGAL PRACTICE COMPLAINT FORM & CHECKLIST IPCF1

Illegal Practice (S10, 11, 12, 14) is categorised under :

ARCHITECTURAL

PROFESSIONAL  
ENGINEERING

QUANTITY  
SURVEYING

EMPLOYER ENGAGING  
UNREGISTERED  
PROFESSIONAL

### SECTION A: COMPLAINT AGAINST : BUSINESS NAME / EMPLOYER'S INFORMATION

(The business name / Employer's name / organisation against whom the complaint is being made) :

*Name* \_\_\_\_\_

*License Number (if known)* \_\_\_\_\_

*Company* \_\_\_\_\_

*Address* \_\_\_\_\_

*Phone* \_\_\_\_\_

*Fax* \_\_\_\_\_

*Email* \_\_\_\_\_

*Other Relevant Information* \_\_\_\_\_

### SECTION B: COMPLAINANT'S PARTICULARS

*Name* \_\_\_\_\_

*Identity Card Number* \_\_\_\_\_

*Address* \_\_\_\_\_

*Phone* \_\_\_\_\_

*Fax* \_\_\_\_\_

*Email* \_\_\_\_\_

*Other Information* \_\_\_\_\_

[NOTE: Details of Complainant must be provided in order to pursue the Complaint]



**SECTION C: NATURE OF COMPLAINT**

Please state and describe the complaint below. Be brief and concise. Describe what happen and who are involved.

[NOTE: Attach extra pages as needed and be as complete as possible]

**SECTION D: INFORMATION OF COMPANY BUSINESS / EMPLOYING COMPANY / PERSON.**

Include copies of **ALL RELEVANT DOCUMENTATIONS**, including location or vicinity maps, photos, letters, site visit report, Registrar of Companies etc.

[NOTE: Refer to **SECTION D (1)**. Attach extra pages as needed and be as complete as possible]

**DECLARATION**

By signing the below I declare that the information contained above in this complaint, including any attached pages, is true and correct to the best of my knowledge and belief

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
*Date*

Received By :	Acknowledged By :
<b>Head Secretariate Of Board Of APEQS</b> Date:	<b>Chairman Of Board Of APEQS</b> Date:



**SECTION D (1): LIST OF RELEVANT SUPPORTING DOCUMENTATIONS**

No.	Document Title	Ref No.	Pages
1	<b>STATUTORY DECLARATION</b> (As per clause S36 of the Professional Order 2011. Complaint made by public officer or officer of the Board is exempted)		
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			



**TO BE COMPLETED BY HEAD SECRETARIATE, BAPEQS**

IPCF1 REF : \_\_\_\_\_ RECEIVED ON : \_\_\_\_\_

**KINDLY TICK THE BELOW ACCORDINGLY**

**1.0 EMPLOYMENT OF UNREGISTERED ARCHITECT, UNREGISTERED PROFESSIONAL ENGINEER OR UNREGISTERED QUANTITY SURVEYOR PROHIBITED :-**

*(Applicable to complaint in regards to the illegal employment) SECTION 14*

Has the company / person employed an architect, professional engineer or quantity surveyor who is neither a registered professional who has in force a practicing certificate?

- YES** *If yes, proceed to 1.1 OFFENCE*
- NO** *If no, proceed to 1.2 REGISTRATION*

**1.1 OFFENCE :-**

*(Applicable to complaint in regards to the illegal employment) SECTION 14*

Is this the person concerned first offence?

- YES** *If yes, concerned is liable for a conviction to a fine not exceeding \$2,000 (first offence) as stated in SECTION 14(2)(a) and proceed to 1.2 REGISTRATION*
- NO** *If no, concerned is liable for a conviction to a fine not exceeding \$5,000 (subsequent offence) as stated in SECTION 14(2)(b) and proceed to 1.2 REGISTRATION*

**1.2 REGISTRATION :-**

Is concerned a registered professional, under the direct supervision by a registered professional, or authorised by the Board to work in collaboration with a registered professional who has in force a practicing certificate?

- YES** *If yes, proceed to recommend to the Board that the person concerned is not guilty of an offence.*
- NO** *If no, proceed to 1.3 ILLEGAL PRACTICE*



**1.3 ILLEGAL PRACTICE :-**

Does evidence provided show the person concerned has **practiced** or; **sign or submitted documents** or; **verbally or otherwise used a derivative, abbreviation or any word, name or designation** or; **advertised, held, conducted himself as a person authorised to supply architectural, professional engineering or quantity surveying services**, without being registered as a registered architect, a registered professional engineer or a registered quantity surveyor with in force a practicing certificate?

- YES** *If yes, proceed to 1.4 OFFENCE and review count of offences as stated in SECTION 10(9), 11(9) and 12(9).*
- NO** *If no, Registrar may recommend that complaint or information to be dismissed.*

**1.4 OFFENCE :-**

Is this the person concerned first offence?

- YES** *If yes, concerned is liable for a conviction to a fine not exceeding \$10,000 as stated in SECTION 10(9)(a), 11(9)(a) or 12(9)(a).*
- NO** *If no, concerned is liable on conviction to a fine not exceeding \$20,000, and imprisonment for a term not exceeding one year or both as stated in SECTION 10(9)(b), 11(9)(b) or 12(9)(b).*

**REGISTRAR recommendation:**

- Inform the Board that concerned has illegally employed and is liable for a fine not exceeding \$2,000.**
- Inform the Board that concerned has illegally employed and is liable for to a fine not exceeding \$5000 for the second and subsequent offence.**
- Inform the Board that concerned has illegally practiced and is liable for a conviction in respect to his first offence to a fine not exceeding \$10,000.**
- Inform the Board that concerned has illegally practicing and is liable for a conviction in respect to his second or subsequent offence to a fine not exceeding \$20,000, imprisonment for one year or both.**
- Recommend dismissal on the grounds that there are no sufficient merits that the person concerned has illegally practiced nor has illegally employed.**

Reviewed and Recommended By:	Acknowledged By:
<b>Registrar of the Board of APEQS</b> Date:	<b>Chairman of Board of APEQS</b> Date: