



لمبأك اركيتيك جوروترا فرؤفيسيونل دان جورواوكور باهن نأارا بروني دارالسلام  
Brunei Darussalam Board of Architects Professional Engineers and Quantity Surveyors

## **GUIDELINE NO. 24**

**ARCHITECTS, PROFESSIONAL ENGINEERS AND QUANTITY SURVEYORS, ORDER 2011  
AND  
ARCHITECTS, PROFESSIONAL ENGINEERS AND QUANTITY SURVEYORS, RULES 2016**

# GUIDELINES ON USE OF OFFICIAL REGISTERED PRACTICES' LETTERHEAD & OFFICIAL REGISTERED PROFESSIONAL'S STAMP/ SEAL AND BUSINESS CARD

(ARC)

**ACTS AND REGULATION COMMITTEE**  
23<sup>rd</sup> April 2019



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## 1. INTRODUCTION

Board of Architects, Professional Engineers and Quantity Surveyors (BAPEQS) administers and manages registered persons pursuant to the Architects, Professional Engineers and Quantity Surveyors Order, 2011 (APEQSO) and the Architect, Professional Engineers and Quantity Surveyors Rules, 2016 (APEQSR).

## 2. OBJECTIVES

This guideline is intended to provide a standard practice and format for official letterhead, business name card and stamp or seal to be used by registered professionals (as defined herein).

## 3. DEFINITIONS

For the purpose of this guideline, the following are as described unless otherwise stated: -

- i. *'Registered Professionals'* are either individuals or firms and/or companies that are registered with BAPEQS or/and has in force a practicing certificate issued under section 26 of APEQSO.

## 4. BACKGROUND

This guideline is intended as a supplementary addition to the APEQSO and APEQSR, and to be adhered in the event that an individual wish to represent him/herself as BAPEQS registered professional.



## 5. GUIDELINE ON OFFICIAL LETTERHEAD OF REGISTERED PROFESSIONALS

5.1 Official Letterhead for registered professionals must contain the following items:-

- i. address and company logo (if any)
- ii. BAPEQS registration number
- iii. consultancy practice/services provided
- iv. name of principal/directors bearing the title as registered with BAPEQS

5.2 Other information that does not fall under BAPEQS' purview is as follows:-

- i. certified ISO logo
- ii. business registration number (ROCBN)
- iii. industry-related awards received by firms
- iv. contact number (telephone/mobile/fax)
- v. e-mail address
- vi. mailing address

5.3 Professional body/institutions logo, including APEQS logo with the following conditions:-

- i. APEQS logo to be placed first followed by other body/institution logo
- ii. any logo for other body/institute other than APEQS must be approved/consented for use by the respective bodies/ institutions

5.4 Official letterhead must not contain any of the following items below:-

- i. any graphic/information that may be deemed offensive in nature
- ii. any graphic/information/slogan from other body/institute/party that are prohibited by the laws of Brunei Darussalam.

Example of official letterhead is as in **Appendix 'A'**



## 6. GUIDELINE ON OFFICIAL STAMP/SEAL OF REGISTERED PROFESSIONALS

6.1 Official stamp/seal of registered professionals may only be used by the registered professionals Certifying Block.

6.2 Official stamp/seal of registered professionals must contain the following items: -

- i. name of practicing professional
- ii. BAPEQS registration No
- iii. professional title abbreviation (i.e. Ar., Ir., Sr. or as referred in Section Clause 10.4(b), 11.4(b), and 12.4(b) in the APEQS Order 2011)

6.3 The size, dimension and format of the official stamp or seal must be as set out in **Appendix 'B'**.

Example of an official stamp/seal & Certifying Block of registered professionals is as in **Appendix 'B'**.

## 7. GUIDELINE ON OFFICIAL BUSINESS NAME CARD

7.1 Official business name card for registered professionals must contain the following items:

- 
- i. name, address and company logo (if any)
  - ii. BAPEQS registration number
  - iii. title/professional designation/position
  - iv. contact number (telephone/mobile/fax)

7.2 Other information that may be added but does not fall under the purview of BAPEQS is as follow: -

- i. designation
- ii. certified ISO logo
- iii. business registration number (ROCBN)
- iv. industry-related awards received by firms
- v. e-mail address
- vi. mailing address



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7.3 Professional body/institutions logo, including APEQS logo with the following conditions:-

- i. APEQS logo to be placed first followed by other body/institution logo.
- ii. any logo for other body/institute other than APEQS must be approved/consented for use by the respective bodies/institution.

7.4 Business name card must not contain any of the following items below:-

- iii. any graphic/information that may be deemed offensive in nature.
- iv. any graphic/information/slogan from other body/institute/party that are prohibited by the laws of Brunei Darussalam.

Example of official business name card is as in **Appendix 'C'**

## 8. EFFECTIVE DATE

The above requirements are to be adopted latest by 1<sup>st</sup> July 2019.



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## APPENDIX A



لمبڤاڠ اركيټيڪ جوروترا فروفيسيونل دان جورواوكور باهن نڅارا بروني دارالسلام  
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<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <b>Company Logo</b> </div> <small>May be placed either side</small>	<p>[COMPANY NAME] (Consultancy Practice) BAPEQS Registration No:</p> <p>(Name of Principals/Shareholder/Directors bearing title as Registered with BAPEQS)</p>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <b>Company Logo</b> </div> <small>May be placed either side</small>
<div style="border: 1px solid black; padding: 20px; margin: 20px auto; width: 60%;"> <h1 style="text-align: center;">Sample Letterhead</h1> </div>		
<p>[Company Address]</p> <div style="display: flex; justify-content: center; align-items: center; gap: 20px;"> </div>		

**Note:**

- The BAPEQS Registration No. is to be shown clearly.
- APEQS Logo to be first in sequence before any logos from other body/institution.



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## APPENDIX B



لمبائك اركيٲيك جوروترا قروفيسيونل دان جورواوكور باهن نڅارا بروني دارالسلام  
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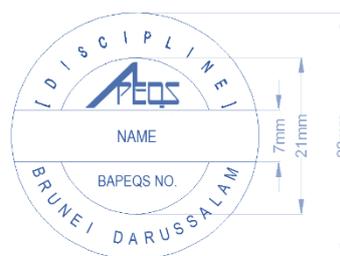
### Certifying Block



### Note:

- Font – Arial Narrow.
- \* Dimensions are indicative only.

### Stamp/Seal



### Note:

- Font – Arial Narrow.
- Discipline – “Architecture”, “Civil Engineering”, “Structural Engineering”, “Mechanical Engineering”, “Electrical Engineering”, “Quantity Surveying”, Etc.



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## APPENDIX C



لمبائڪ ارڪيٽيڪ جوروترا ڦروفيسيونل دان جورواوڪور باهن نڱارا بروني دارالسلام  
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## Sample

85mm*		
COMPANY LOGO	COMPANY NAME BAPEQS NO.	55mm*
	[TITLE & NAME] [POSITION] [DESIGNATION]	
[ADDRESS] [CONTACT NUMBER] [EMAIL ADDRESS]	  	

85mm*		
COMPANY LOGO	COMPANY NAME BAPEQS NO.	55mm*
	[TITLE & NAME] [POSITION] [DESIGNATION]	
[ADDRESS] [CONTACT NUMBER] [EMAIL ADDRESS]	  	

## Note:

- The BAPEQS Registration No. is to be shown clearly.
- APEQS Logo to be first in sequence before any logos from other body/institution.
- \* Dimensions are indicative only.