



لمبائك اركيٲيك جوروترا فرؤفيسيونل دان جورواوكور باهن نكارا بروني دارالسلام
Brunei Darussalam Board of Architects Professional Engineers and Quantity Surveyors

GUIDELINE NO. 23

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

GUIDELINES FOR REGISTRATION (RC)

REGISTRATION COMMITTEE

2nd July 2018



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1. INTRODUCTION

Board of Architects, Professional Engineers and Quantity Surveyors (BAPEQS) administer the Architects, Professional Engineers and Quantity Surveyors Order (APEQSO), 2011 and Architects, Professional Engineers and Quantity Surveyors Rules (APEQSR), 2016. The APEQSO and APEQSR set out the general qualifications and requirements for registration and BAPEQS is responsible for evaluation of applications for admission to the register of Architects, Professional Engineers and Quantity Surveyors.

2. WORK FLOW



3. HOW TO APPLY

3.1 Application Form

If you satisfy the Board and the registration requirements as set out above, you may obtain the necessary forms for registration from the BAPEQS Secretariat's office or download it via www.bapeqs.gov.bn.

It is important that you complete the form accurately and return it the BAPEQS Secretariat's office together with required supporting documents.

3.2 Supporting Documents













- For new application, all supporting documents as per Appendix A must be certified by the Registrar Subordinate Court (Commissioner of Oaths) Court Registrar.
- For renewal application, the copy of professional membership card must be certified by Registrar BAPEQS.



4. REQUIREMENT FOR REGISTRATION UNDER BOARD OF ARCHITECTS, PROFESSIONAL ENGINEERS AND QUANTITY SURVEYORS (BAPEQS)

BAPEQS REGISTRATION REQUIREMENTS IN ACCORDANCE WITH BUSINESS ENTITY (Clause 25 and Clause 27, APEQSO 2011)

Requirement that needs to be fulfilled in order for Registered Architects / Professional Engineers / Quantity Surveyors to provide service within the following business entities

| BUSINESS ENTITY | PRACTICING CERTIFICATES | LICENSE |
|--|---|---|
|  SOLE PROPRIETORSHIP |  Required for owner |  Not Required |
|  SINGLE DISCIPLINE PARTNERSHIP |  Required for all partners |  Not Required |
|  MULTI DISCIPLINE ALLIED PARTNERSHIP |  Required for all partners |  Required for each discipline |
|  SINGLE AND MULTI DISCIPLINE BODY-CORPORATE (SDN BHD) |  Required for 'majority' of Directors |  1 license only for the firm |



5. REQUIREMENTS FOR REGISTRATION AS ARCHITECT/ PROFESSIONAL ENGINEER / QUANTITY SURVEYOR

The requirements for registration as an Architect or a Professional Engineer or a Quantity Surveyor in Brunei Darussalam are:

5.1 an approved academic qualification

(Refer to BAPEQS Guideline GD: 05/2017; Qualification and Examination Guideline)

5.2 an appropriate practical experience

(Refer to Clause 12, Clause 13 and Clause 14, APEQSR, 2016)

In addition to the above, the Board must be satisfied that an applicant for registration is fit and proper person

6. REQUIREMENTS FOR REGISTRATION AS ARCHITECT/ PROFESSIONAL ENGINEER / QUANTITY SURVEYOR WITH PRACTISING CERTIFICATE

The requirements for practitioner Architect or practitioner Professional Engineer or practitioner Quantity Surveyor in Brunei Darussalam are:

6.1 an approved academic qualification

(Refer to BAPEQS Guideline GD: 05/2017; Qualification and Examination Guideline)

6.2 an appropriate practical experience

(Refer to Clause 12, Clause 13 and Clause 14, APEQSR, 2016)

6.3 an adequate Continuous Professional Education

(Refer to BAPEQS Guideline GD: 02/2017; Continuous Professional Education for Brunei Architects, Professional Engineers and Quantity Surveyors)

6.4 a valid Professional Indemnity Insurance

(Refer to BAPEQS Guideline GD: 03/2017; Requirements as to take and maintain insurance)

In addition to the above, the Board must be satisfied that an applicant for registration is fit and proper person.



7. REQUIREMENTS FOR REGISTRATION AS SPECIALIST ARCHITECT / PROFESSIONAL ENGINEER / QUANTITY SURVEYOR

The requirements for registration as a Specialist Architect or a Professional Engineer or a Quantity Surveyor in Brunei Darussalam are:

- 7.1 Has a valid registered Architect/ Professional Engineer/ Quantity Surveyor
- 7.2 Either :
 - a) has sat and passed such examination as may be prescribed by the Board, or holds such postgraduate degrees or qualifications **OR**
 - b) has gained such special knowledge in a specialised branch of architecture, engineering or quantity surveying as may be approved by the Board;
- 7.3 Has such experience in that specialised branch of architecture, engineering or quantity surveying as may be required by the Board; and

(Refer to Clause 18, APEQSO 2011)

In addition to the above, the Board must be satisfied that an applicant for registration is fit and proper person.

8. REQUIREMENTS FOR LICENCE TO SUPPLY SERVICES AND NAMES OF PRACTICES

8.1 **Body Corporate to supply Architectural, Professional Engineering or Quantity Surveying**

The requirements for **for licence to supply services and names of practices** in Brunei Darussalam are:

- 8.1.1 The Memorandum of association
- 8.1.2 The paid-up capital
(minimum of \$100,000)
- 8.1.3 Majority of directors must have in force a practicing certificate
- 8.1.4 Resolution passed by the board of director

(Refer to Clause 27(1), APEQSO 2011)



8.2 **Allied Partnership to supply Architectural, Professional Engineering or Quantity Surveying**

The requirements for **for licence to supply services and names of practices** in Brunei Darussalam are:

- 8.2.1 The Partnership Agreement
- 8.2.2 All partners must have in force a practicing certificate
- 8.2.3 Resolution passed by the partners

(Refer to Clause 27(1)- 27(3), APEQSO 2011)

In addition to the above, the Board must be satisfied that an applicant for registration is a fit and proper person.



9. SCHEDULE OF FEES

| DESCRIPTION | AMOUNT \$ |
|--|--------------------------|
| 1. Application to sit for examination for Registration : | |
| - Specialist Architect | B\$ 150.00 |
| - Specialist Professional Engineer | B\$ 450.00 |
| - Specialist Quantity Surveyor | B\$ 150.00 |
| 2. Registration : | |
| - Registered Architect, Registered Professional Engineer or Registered Quantity Surveyor | B\$ 200.00 |
| - Specialist Architect, Specialist Professional Engineer or Specialist Quantity Surveyor | B\$ 1,050.00 |
| 3. Renewal for Registration : | |
| - Registered Architect, Registered Professional Engineer or Registered Quantity Surveyor | B\$ 150.00 per year |
| - Specialist Architect, Specialist Professional Engineer or Specialist Quantity Surveyor | B\$ 1,000.00 per year |
| 4. Practising Certificate : | |
| - Registered Architect, Registered Professional Engineer or Registered Quantity Surveyor | B\$ 250.00 |
| - Specialist Architect, Specialist Professional Engineer or Specialist Quantity Surveyor | B\$ 300.00 |
| 5. Certificate of Registration : | |
| - Registered Architect, Registered Professional Engineer or Registered Quantity Surveyor | B\$ 150.00 |
| - Specialist Architect, Specialist Professional Engineer or Specialist Quantity Surveyor | B\$ 150.00 |
| 6. License to supply services | B\$ 1,000.00 |
| 7. Late Application | B\$ 150.00 |
| 8. Application for Duplicate Certificate of Registration, Practicing Certificate or Licence to supply services | B\$ 50.00 per copy |



10. APPENDIX A

- 10.1 Submission Checklist Registered Architect/ Professional Engineer/ Quantity Surveyors
- 10.2 Submission Checklist Practitioner Architect/ Professional Engineer/ Quantity Surveyor
- 10.3 Submission Checklist for Licence to supply services and names of practices
- 10.4 Specialist Registered, Practitioner Architect / Professional Engineer / Quantity Surveyor



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Brunei Darussalam Board of Architects Professional Engineers and Quantity Surveyors

If you require further information, please contact



BAPEQS SECRETARIAT OFFICE
BRUNEI DARUSSALAM BOARD OF ARCHITECTS, PROFESSIONAL ENGINEERS
AND QUANTITY SURVEYORS (BAPEQS)
BOARD MANAGEMENT DIVISION (BMD)
GROUND FLOOR, EAST WING,
MINISTRY OF DEVELOPMENT BUILDING
OLD AIRPORT ROAD, BB3510
BRUNEI DARUSSALAM.

Contact No. : 2382076 / 2383222 ext 176
Fax No. : 2382076
Email : apeqs.sec@mod.gov.bn
Website : www.bapeqs.gov.bn



لمبائڠ اركيټيڪ جوروترا فرؤفيسيونل دان جورواوكور باهن نڅارا بروني دارالسلام
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APPENDIX A



10.1 Submission Checklist Registered Architect/ Professional Engineer/ Quantity Surveyors

| NEW APPLICANT: | |
|---|--|
| No. | Description |
| 1 | Application Form (including Annex A) duly completed with photo. |
| 2 | Copy of Identification Card (IC) / Passport. |
| 3 | Certified True Copy: All Higher Educational Certificates with Transcript. |
| 4 | Certified True Copy of Professional Membership Certificate |
| 5A | Copy of Payment Receipts of Professional / Institutions Membership OR |
| 5B | Certified True Copy of Valid Professional Membership Card. |
| Note : All supporting documents must be certified by the Registrar Subordinate Court (Commissioner of Oaths) | |

| RENEWAL: | |
|---|--|
| No. | Description |
| 1 | Application Form (including Annex A -- If Any Additional Information) duly completed |
| 2A | Copy of Payment Receipts of Professional / Institutions Membership OR |
| 2B | Certified True Copy of Valid Professional Membership Card |
| Note : For renewal application, the copy of professional membership card must be certified by Registrar BAPEQS | |



10.2 Submission Checklist Practitioner Architect/ Professional Engineer/ Quantity Surveyor

| NEW APPLICATION: | |
|---|--|
| Bil. | Description |
| 1 | Application Form duly completed |
| 2 | Copy Registration Certificate by BAPEQS |
| 3 | Duplicate of Professional Indemnity Insurance certified by insurance company |
| 4A | Copy of Payment Receipts of Professional / Institutions Membership OR |
| 4B | Certified True Copy of Professional Membership Card. |
| 5 | CPE Form with supporting documents (preceding year of application). |
| Note : All supporting documents must be certified by the Registrar Subordinate Court (Commissioner of Oaths) | |

| RENEWAL: | |
|---|--|
| Bil. | Description |
| 1 | Application Form duly completed. |
| 2 | Copy Registration Certificate by BAPEQS |
| 3 | Duplicate of Professional Indemnity Insurance certified by insurance company |
| 4A | Copy of Payment Receipts of Professional / Institutions Membership OR |
| 4B | Certified True Copy of Professional Membership Card. |
| 5 | CPE Form with supporting documents (preceding year of application). |
| Note : For renewal application, the copy of professional membership card must be certified by Registrar BAPEQS | |



10.3 Submission Checklist for Licence to supply services and names of practices

10.3.1.1 Body Corporate

| Certified true copies of the following documents are attached to this application : | |
|---|--|
| Bil. | Description |
| 1 | Memorandum and Articles of Association of the Body Corporate. |
| 3 | Form X. |
| 4 | Latest original Business Profile print-out. |
| 5 | Resolution passed by the Board of Directors under Section 27(1)(d)(ii). |
| 6 | Copy of Professionals Practising Certificate/s -Majority of the directors whose have in force a practicing certificate. |
| 7 | Copy of Registered Professionals certificates. |
| Note : All supporting documents must be certified by the Registrar Subordinate Court (Commissioner of Oaths) | |

10.3.1.2 Partnership

| Certified true copies of the following documents are attached to this application : | |
|---|--|
| Bil. | Description |
| 1 | Partnership Agreement. |
| 3 | Company and Business Names Registration – Business Names Act (Section 16) and Business Names Act, Cap.92 (Section 17). |
| 4 | Latest original Business Profile print-out. |
| 5 | Copy of Professional Practising Certificate(s) |
| 6 | Copy of Registered Professionals certificate(s). |
| Note : All supporting documents must be certified by the Registrar Subordinate Court (Commissioner of Oaths) | |



10.4 Submission checklist for Specialist Registered Architect / Professional Engineer / Quantity Surveyor

| Documents to be submitted : | |
|---|---|
| Bil. | Description |
| 1 | Valid Registration Certificate by BAPEQS |
| 2A | Certified True Copy of examination certificate as may be prescribed by the Board OR |
| 2B | Certified True Copy: Educational Certificates with Transcript of postgraduate degrees or qualifications OR |
| 2C | Report on special knowledge in a specialised branch of architecture, engineering or quantity surveying as may be approved by the Board; |
| 3 | Complete Professional Experience (Annex B). on specialised branch of architecture, engineering or quantity surveying as may be required by the Board; |
| Note : All supporting documents must be certified by the Registrar Subordinate Court (Commissioner of Oaths) | |