



ARCHITECTS, PROFESSIONAL ENGINEERS AND QUANTITY SURVEYORS ORDER, 2011

APPLICATION FOR PRACTISING CERTIFICATE

SUBMISSION CHECK LIST

Documents to be submitted/uploaded to BAPEQS System Online :

NEW APPLICANT :	
Bil.	Description
1	Copy of Valid Identification Card (IC) & Passport Photo.
2	Annex A (verified by Registered Person), if any additional information only.
3	Valid BAPEQS Certificate of Registration.
4	Copy of Valid Payment Receipts of Professional Membership / OR
5	Duplicate of Professional Indemnity Insurance certified by Insurance company.
6A	*Certified True Copy : Certificate of Registration Business Names Act (Section 16 & 17) OR
6A	*Certified True Copy : Certificate of Incorporation of Private Company (Form X)
7	Declaration Form Practising Certificate.
*Note: All supporting documents must be certified by the Registrar Subordinate Court (Commissioner of Oaths) .	

RENEWAL :	
Bil.	Description
1	Annex A (verified by Registered Person), if any additional information only.
2	Valid BAPEQS Certificate of Registration.
3	Copy of Valid Payment Receipts of Professional Membership / OR
4	Duplicate of Professional Indemnity Insurance certified by Insurance company.
5	Declaration Form Practising Certificate
6	Continuous Professional Education (CPE) - 25 pts (with evidence, example: copy attendance/certificate/etc) Link CPE Form / Matrix : http://www.bapeqs.gov.bn/SitePages/Continuous%20Professional%20Education.aspx

For reference:

BAPEQS website - www.bapeqs.gov.bn

BAPEQS Online System – <https://online.mod.gov.bn/bapeqs/>