



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**

Ground Floor, Ministry of Development Building,
Jalan Pembangunan, BB 3510,
Negara Brunei Darussalam.

For Office Use

CF Ref : _____

Received By : _____

Date Received : _____

COMPLAIN FORM (CF1 Rev.2)

SECTION A : PARTY CONCERNED

(The person against whom the complaint is being made) :

Name

License Number (if known)

Company

Address

Phone

Fax

Email

Other Information

SECTION B : COMPLAINANT

(The person making the complaint) :

Name

Identity Card Number

Address

Phone

Fax

Email



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

SECTION C : DESCRIBE THE COMPLAINT. Be brief and concise. What actually happened? Who else are involved? Give times, dates, locations and details. Include copies of **All RELEVANT DOCUMENTATIONS**, including plans, maps, letters, contracts, etc. If there is no written contract, explain and provide references and details of the agreement, including dates Section D & E attached to be completed.

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

DECLARATION

As per Section 36 of APEQSO, 2011, I hereby submit a duly completed Statutory Declaration (from the court) confirming that the above complaint, including any attached pages, is true and correct to the best of my knowledge and belief.

Signature

Date

| Received By : | Acknowledged By : |
|---|--|
| Head Secretariate Of Board Of APEQS Date: | Chairman Of Board Of APEQS Date: |

REGISTRAR; For Further Action

Completed COMPLAINT FORM APEQS-CF1 must be submitted with CHECKLIST A FORM APEQS-CF1A



SECTION D: CHECKLIST OF COMPLAINT [As stated in SECTION C]

Complain is made against (please tick one only. If more than one please complete a separate form):-

| | | | | | | | |
|--------------------------|-----------|--------------------------|-----------------------|--------------------------|-------------------|--------------------------|----------------------|
| <input type="checkbox"/> | Architect | <input type="checkbox"/> | Professional Engineer | <input type="checkbox"/> | Quantity Surveyor | <input type="checkbox"/> | Building Draughtsmen |
|--------------------------|-----------|--------------------------|-----------------------|--------------------------|-------------------|--------------------------|----------------------|

Complainant to tick the following where applicable (can be more than one):-

1. APEQSO 2011: SECTION 10 (1,3,4,6,8) 11 (1,3,4,6,8) 12 (1,3,4,6,8) 50B (1), 50G (1,2,3,4)

- a) The complaint concerns a person has **practised** or; **sign or submitted documents** or; **verbally or otherwise used the a derivative, abbreviation or any word, name or designation** or; **advertised, held, conducted himself as a person authorized to supply** Architecture, Professional Engineering, Quantity Surveying, without being a registered professional with in force practicing certificate, under the supervision of a registered professional with in force practicing certificate or approved by board to work in collaboration with a registered professional with in force practicing certificate.
- b) The complaint concerns a person has **practised** or; **sign or submitted documents** or; **verbally or otherwise used the a derivative, abbreviation or any word, name or designation** or; **advertised, held, conducted himself as a person authorized to supply** Building Draughtmen services, without being a registered building draughtsmen, under the supervision of a registered Building Draughtsmen.

2. APEQSO 2011: SECTION 14 (1)

The complaint concerns a person employed as architect, a professional engineer or a quantity surveyor, who is neither registered nor who has a valid practicing certificate.

3. APEQSO 2011: SECTION 22 (2)

- a) The complaint concerns the knowledge that the concerned has obtained his registration by fraud or misrepresentation.
- b) The complaint concerns the knowledge that the concerned has qualifications for registration under section 17 has been withdrawn cancelled by the authority through which he was acquired or by which it was awarded.
- c) The complaint concerns knowledge that he has refused or failed to comply with any order made by the board under section 47(2)(c) or (e).

4. APEQSO 2011: SECTION 36

- a) The complaint concerns conviction of a registered architect, a registered professional engineer, registered quantity surveyor or a registered building draughtsmen of any offence involving fraud, dishonesty or moral turpitude, or implying a defect in character which makes him unfit for his profession;
- b) The complaint concerns any improper act or conduct of a registered architect, a registered professional engineer, registered quantity surveyor or a registered building draughtsmen in his professional capacity which brings disrepute to his profession;
- c) The complaint concerns any contravention by a registered architect, a registered professional, engineer, registered quantity surveyor or a registered building draughtsmen of any provision of the prescribed code of professional conduct and ethics (APEQSR);
- d) The complaint concerns the ability of a registered architect, a registered professional engineer, registered quantity surveyor or a registered building draughtsmen to carry out the duties of an architect, a professional engineer or a quantity surveyor effectively in Brunei Darussalam; or
- e) The complaint concerns failure on the part of a registered architect, a registered professional engineer or a registered quantity surveyor, or a registered building draughtsmen while being a director, a manager or an employee of a licensed body corporate, or a partner, a manager or an employee of a licensed partnership, to take reasonable steps to prevent that body corporate or partnership from acting in a manner (other than as described in section 33(1)(d))



SECTION E : LIST OF RELEVANT DOCUMENTATIONS

[As stated in SECTION C]

| No. | Document Title | Ref No. | Pages |
|-----|---|---------|-------|
| 1 | STATUTORY DECLARATION (as per clause S36 of the Professional Order 2011. Complaint made by Public Officer or Officer of the Board is exempted) | | |
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