



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

## **GUIDELINE NO. 1**

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

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

# PART VII – SECTION 35-50

## DISCIPLINE AND ETHICS MANUAL

**DISCIPLINE AND ETHICS  
COMMITTEE**

**01<sup>st</sup> May 2022**

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Board of Architects, Professional Engineers and Quantity Surveyors (BAPEQS)  
Board Management Division (BMD)  
Ministry of Development  
Negara Brunei Darussalam

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Board of Architects, Professional Engineers and Quantity Surveyors (BAPEQS)  
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Ministry of Development Negara Brunei Darussalam

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## DISCIPLINE AND ETHICS MANUAL

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## **SECTION 1**

### **Background**

BOARD of ARCHITECTS, PROFESSIONAL ENGINEERS and QUANTITY SURVEYORS (APEQS) is the first Board members consented by His Majesty The Sultan And Yang Di-Pertuan on 13th September 2012. BAPEQS was established under the Ministry of Development (MOD) and was chaired by its Permanent Secretary. The Board has since then appointed ten (10) members to be a part of it. Giving a total of eleven (11) board members on seat.

Board of Architects, Professional Engineers and Quantity Surveyors (APEQS)  
Board Management Division (BMD)  
Ground Floor (East Wing), Ministry of Development Building,  
Jalan Pembangunan, BB3510  
Brunei Darussalam.

## **SECTION 2**

### **BAPEQS Mission**

To regulate the qualifications and practice of architects, professional engineers and quantity surveyors and the provision of services by bodies and sharing in various disciplines.

## **SECTION 3**

### **Discipline and Ethics Objectives**

1. Advise the Board of professional practice to be adhered by the Architects, Professional Engineers and Quantity Surveyors in line with the APEQS Order, 2011 and APEQS Rules.
2. Advise the Board on the due process and necessary action against those who contravene the APEQS Order, 2011 and APEQS Rules.
3. Conduct briefing to make aware the Discipline and Ethics processes set out in the APEQS Order or APEQS Rules as well as in the Guidelines issued by the Board.

## **SECTION 4**

### **BAPEQS Functions**

1. Keep and maintain register of APEQS.
2. Hold exams to enable person to qualify for registration.
3. Approve/reject application.
4. Cancel, remove or reinstate any registration.
5. Recommend scale of fees to be charged.
6. Establish, maintain and develop standards of professional conduct and ethics of APEQS professions.
7. Promote learning and education related to APEQS.
8. Hear and determine disputes relating to conduct or ethics of registered APEQS or to appoint a committee or arbitrator to hear and determine those disputes.
9. Appoint arbitrators for purpose of hearing and determining disputes between registered APEQS or licensed corporations or partnerships and other persons.
10. To license corporations or multi-discipline partnerships which intend to supply APEQS services in Brunei Darussalam.
11. Generally to do such acts, matters and things as are necessary to be carried out under the Order.

## **SECTION 5**

### **APEQS Order 2011**

To provide registration of APEQS. To regulate qualifications and practice of APEQS, and the supply of APEQS services in Brunei Darussalam

## SECTION 6

### APEQS Composition of Investigation Panels

#### [A] Investigation Panels

##### Part VII Section 35

		Minimum Requirements				
Role	Minimum No. of Persons	Investigation of Architects	Investigation of Engineers	Investigation of Quantity Surveyors	Term of Service	Section Ref.
<b>Panel Member</b>	7 (5 for QS)	Registered Architect with 10 years standing and not members of the Board	Registered Engineers with 10 years standing and not members of the Board	Registered Quantity Surveyors with 10 years standing and not members of the Board	2 years	S35
<b>Allied Panel Member</b>	5 (3 for QS)	Allied Professionals (Engineer or Quantity Surveyor) or Layman	Allied Professionals (Architect or Quantity Surveyor) or Layman	Allied Professionals (Engineer or Architect) or Layman	2 years	S35

## SECTION 7

### APEQS Composition Investigation Committees

#### [B] Investigation Committees

##### Part VII Section 38

		Minimum Requirements				
Role	Minimum No. of Persons	Investigation of Architects	Investigation of Engineers	Investigation of Quantity Surveyors	Term of Service	Section Ref.
<b>Chairman</b>	1	Member of the Board and a Registered Architect	Member of the Board and a Registered Engineer	Member of the Board and a Registered Quantity Surveyor	As the board sees fit	S38
<b>Member</b>	2	Registered Architect drawn from Investigation Panel; has not previously assisted the Registrar to review the same complaint	Registered Engineer drawn from Investigation Panel; has not previously assisted the Registrar to review the same complaint	Registered Quantity Surveyors drawn from Investigation Panel; has not previously assisted the Registrar to review the same complaint	As the board sees fit	S38
<b>Allied Member</b>	1	Allied Professional or layman drawn from Investigation Panel (Engineer or QS); has not previously assisted the Registrar to review the same complaint	Allied Professional or layman drawn from Investigation Panel (Architect or QS); has not previously assisted the Registrar to review the same complaint	Allied Professional or layman drawn from Investigation Panel (Architect or Engineer); has not previously assisted the Registrar to review the same complaint	As the board sees fit	S38



## SECTION 8

### APEQS Composition Disciplinary Committees

#### [C] Disciplinary Committees

##### Part VII Section 42

		Minimum Requirements				
Role	Minimum No. of Persons	Investigation of Architects	Investigation of Engineers	Investigation of Quantity Surveyors	Term of Service	Section Ref.
<b>Chairman</b>	1 (drawn from the Disciplinary Committee Members)	Any member of the Disciplinary Committee as decided by the Board; not a member of an investigation committee inquiring into the same complaint	Any member of the Disciplinary Committee as decided by the Board; not a member of an investigation committee inquiring into the same complaint	Any member of the Disciplinary Committee as decided by the Board; not a member of an investigation committee inquiring into the same complaint	As the board sees fit	S42
<b>Member</b>	3 (2 shall be members of the Board)	Registered Architect with 10 years standing; not a member of an investigation committee into the same complaint	Registered Engineer with 10 years standing; not a member of an investigation committee into the same complaint	Registered Quantity Surveyor with 10 years standing; not a member of an investigation committee into the same complaint	As the board sees fit	S42

## SECTION 9

Appointment of Investigation Panel and Investigation Committee Process Flowchart *(as attached Appendix A)*

## SECTION 10

Appointment of Disciplinary Committee Process Flowchart *(as attached Appendix B)*

## SECTION 11

### 11.1 List of Forms

NO.	STANDARD ADMINISTRATIVE FORMS	REFERENCE CODE
1.	<b>Complaint Form</b> <i>(as attached Appendix C)</i>	FORM APEQS – CF1.Rev 1
2.	<b>Complaint Form – Checklist A</b> <i>(as attached Appendix D)</i>	FORM APEQS – CF1CA
3.	<b>Complaint Form – Checklist B</b> <i>(as attached Appendix E)</i>	FORM APEQS – CF1CB
4.	<b>Investigation Assessment Sheet</b> <i>(as attached Appendix F)</i>	APEQS - IDAS
5.	<b>Appeal Form</b> <i>(as attached Appendix G)</i>	APEQS – APF1

### 11.2 Schedule of Forms *(as attached Appendix H)*

### 11.3 List of Notification Templates

NO.	LETTER TEMPLATES	INTENDED COMMITTEE TO BE USED
1.	<b>Notice to Attend Inquiry Template</b> <i>(as attached Appendix H)</i>	Investigation Committee
2.	<b>Notice to Attend Formal Inquiry Template</b> <i>(as attached Appendix I)</i>	Disciplinary Committee
3.	<b>Formal Inquiry Requisition Template</b> <i>(as attached Appendix J)</i>	Disciplinary Committee

**Note:**

1. Respective Committee Chairman to liaise with BAPEQS Registrar/ Secretariat on letter reference no. to be used.
2. Respective Committee to liaise with BAPEQS Registrar/ Secretariat on Date, Time and Venue for Inquiry/ Formal Inquiry

## SECTION 12

12.1 Complaints Handling Process [CHP] & Board Decision and Appeal Process Flowchart 1 *(as attached Appendix K)*

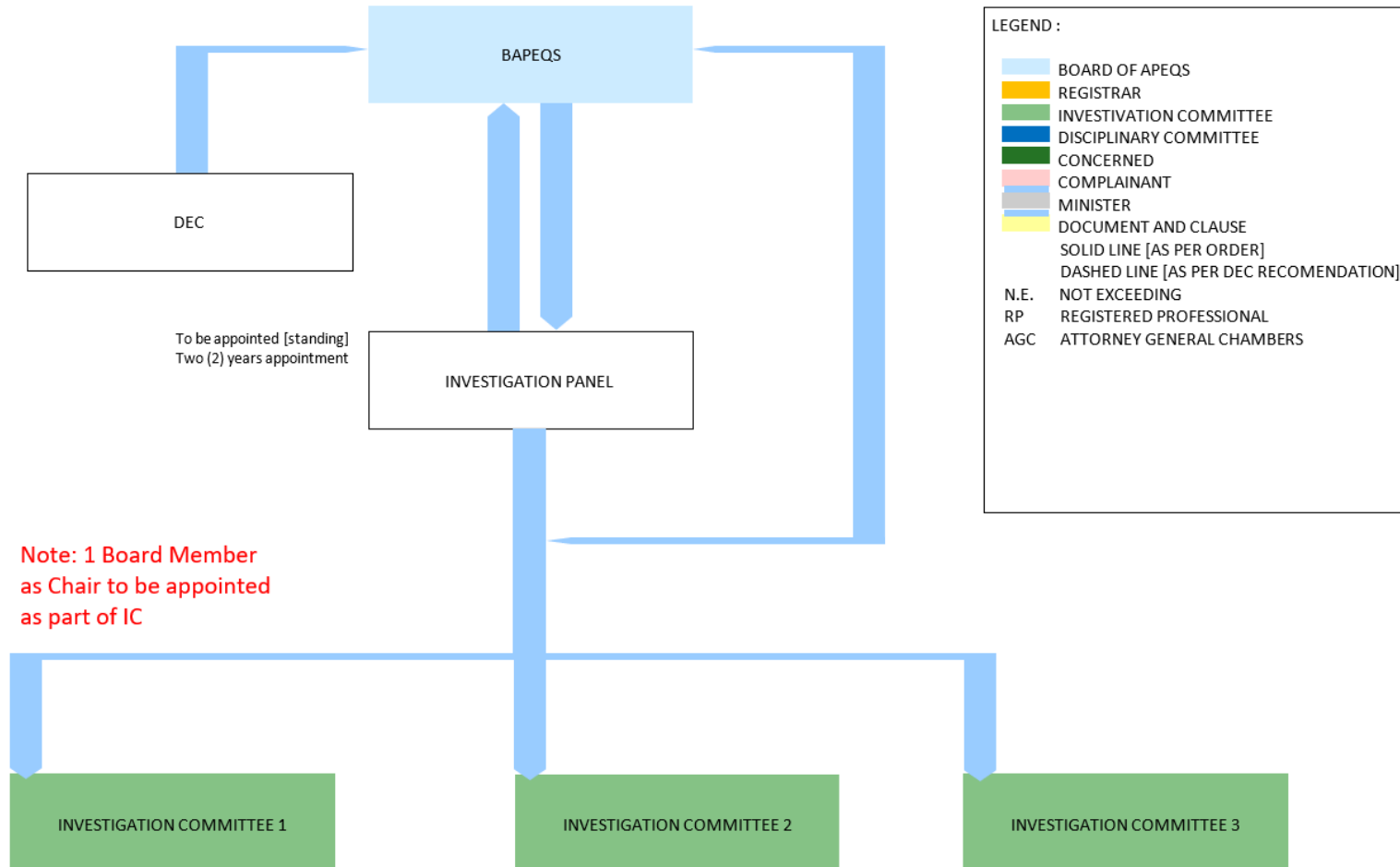
12.2 Complaints Handling Process [CHP] & Board Decision and Appeal Process Flowchart 1 *(as attached Appendix L)*

# **APPENDIX A**

## **SECTION 9**

### **APPOINTMENT OF INVESTIGATION PANEL AND INVESTIGATION COMMITTEE PROCESS FLOWCHART**

## APPOINTMENT OF INVESTIGATION PANEL AND INVESTIGATION COMMITTEE PROCESS FLOWCHART

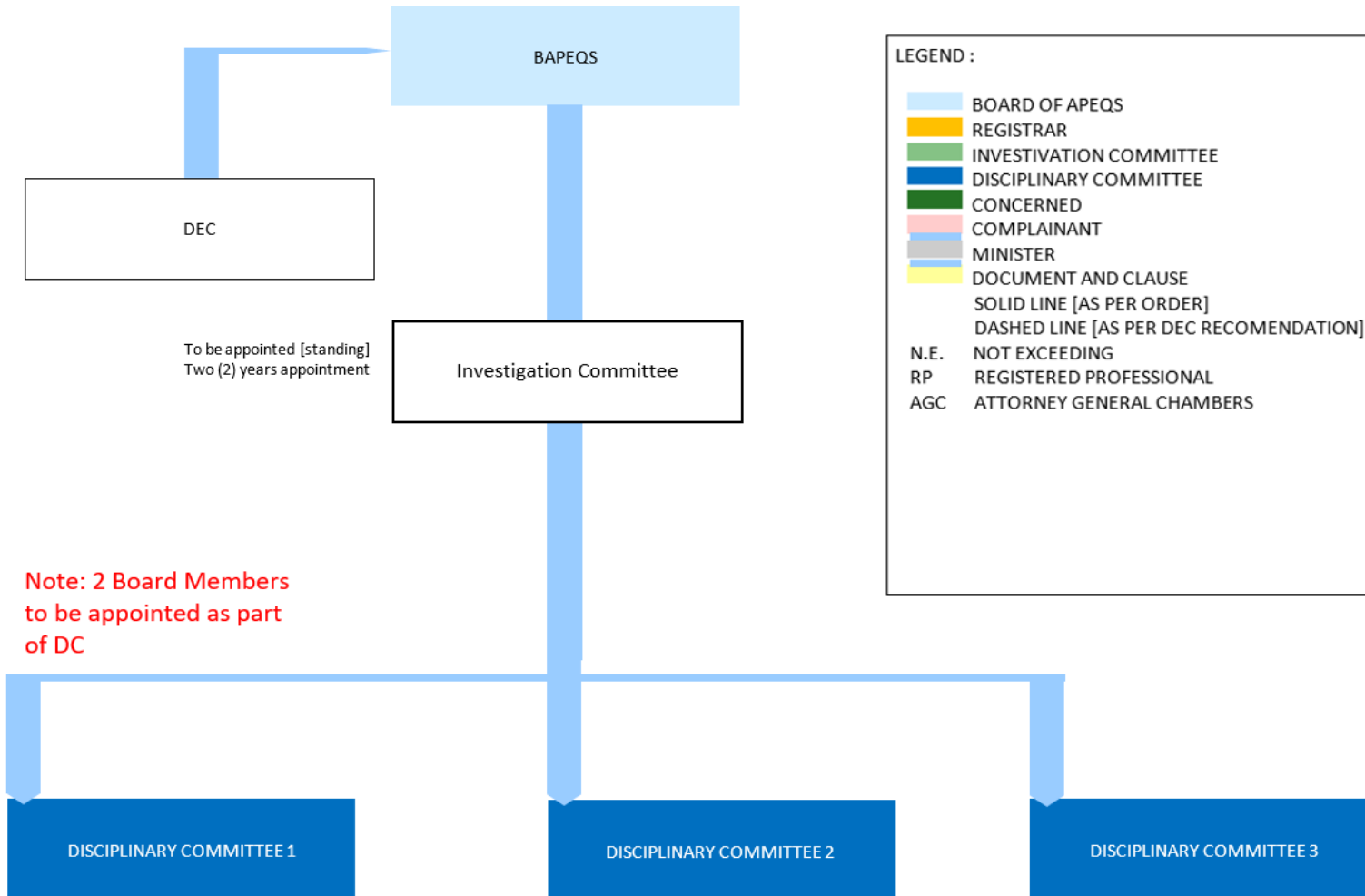


## **APPENDIX B**

### **SECTION 10**

### **APPOINTMENT OF DISCIPLINARY COMMITTEE PROCESS FLOWCHART**

## APPOINTMENT OF DISCIPLINARY COMMITTEE PROCESS FLOWCHART



## **APPENDIX C**

**COMPLAINT FORMS**

**FORM APEQS – CF1.REV 1**





لمبأك ار كيتيك جوروترا فروفيسيوتل دان جورواوكور باهن نأارا 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 : \_\_\_\_\_

**COMPLAINT FORM (CFI Rev.1)**

**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 \_\_\_\_\_



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[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 :
<b>Head Secretariate Of Board Of APEQS</b> Date:	<b>Chairman Of Board Of APEQS</b> Date:

REGISTRAR; For Further Action

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



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#### SECTION D: CHECKLIST OF COMPLAIN

[As stated in SECTION C]

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

Architect	Professional Engineer	Quantity Surveyor
-----------	-----------------------	-------------------

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)**

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 or 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.

**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 or a registered quantity surveyor 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 or a registered quantity surveyor in his professional capacity which brings disrepute to his profession;

(c) The complaint concerns any contravention by a registered architect, a registered professional, engineer or a registered quantity surveyor 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 or a registered quantity surveyor 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 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))



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#### SECTION E : LIST OF RELEVANT DOCUMENTATIONS

[As stated in SECTION C]

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			

## **APPENDIX D**

### **COMPLAINT FORM – CHECKLIST A FORM APEQS – CF1CA**

## **APPENDIX E**

**COMPLAINT FORM – CHECKLIST B**  
**FORM APEQS – CF1CB**

## **APPENDIX F**

### **INVESTIGATION ASSESSMENT SHEET**

#### **APEQS - IDAS**

## **APPENDIX G**

**APPEAL FORM**

**APEQS – APF1**



## **APPENDIX H**

### **SCHEDULE OF FORMS**

## SCHEDULE OF FORMS USED WHEN HANDLING COMPLAINTS

Refer to Flowchart for Complaints Handling Process [CHP] & Board Decision and Appeal Process

	FORM	USE	PREPARATION		WHO SIGN	REMARK
			WHO	WHEN		
1.0	<b>COMPLAINT FORM</b> (FORM APEQS – CF1.Rev 1)	To record complaint received from complainant, client and/or public	Complainant, client and/or public	When making a complaint	Complainant	1. Form received by Head BAPEQS Secretariate 2. Acknowledged by Chairman BAPEQS
2.0	<b>COMPLAINT FORM – CHECKLIST A</b> (FORM APEQS – CF1CA)	To identify source and review of complaint	Head Secretariate BAPEQS	After receiving a complaint	Chairman BAPEQS	Recommendation(s) is to be made to the Registrar and/or Board
3.0	<b>COMPLAINT FORM – CHECKLIST B</b> (FORM APEQS –CF1CB)	To review and give recommendation(s) to a complaint	Registrar BAPEQS	When any recommendation(s) from FORM APEQS – CF1A is made to Registrar	Registrar BAPEQS	Recommend matter to the Board and matter to be referred to Investigation Committee or Disciplinary Committee
4.0	<b>INVESTIGATION AND DISCIPLINARY ASSESSMENT SHEET</b> (APEQS – IDAS)	To make further assessment and give recommendation(s) to a complaint	Head Secretariate BAPEQS	When the Board refer the matter to Investigation Committee or Disciplinary Committee	1. Investigation Committee 2. Chairman of Investigation Committee 3. Disciplinary Committee 4. Chairman of Disciplinary Committee	Assessment Sheet can be used for Investigation Committee Assessment and Disciplinary Committee Assessment
5.0	<b>APPEAL FORM</b> (APEQS – APF1)	To record appeal received from appellant	Appellant	Within 30 Days upon receiving BAPEQS Letter Of Notice Of Warning	Appellant	Form to be submitted to the Minister of Development

# **APPENDIX I**

## **INVESTIGATION COMMITTEE**

### **Notice to Attend Inquiry Template**



لمياءك اركيٲيك جوروٲترا فرؤفيسيونل دان جورواوكور باهن نآارا بروني دارالسلام  
Brunei Darussalam Board of Architects Professional Engineers and Quantity Surveyors

**CONFIDENTIAL**

**Order to Attend Inquiry under the Provisions  
of Section 39 of the Architects, Professional Engineers and Quantity Surveyors Order, 2011**

Date: **DD MM YYYY**

**INQUIRY NO.: IC/XXX/XXX/XX**

To:  
Addressee  
Address  
Email:

**IN THE MATTER OF INQUIRY AGAINST**

.....**[NAME]**.....

**WHEREAS** there is reason to believe that you are acquainted with the facts and circumstances of the above inquiry, you are hereby required to appear on the following date, time and venue:

Date : **DD MM YY**

Time : **x.xx a.m. / p.m.**

Venue : **[LOCATION OF INQUIRY]**

**[Note: Make sure date set is 21 days after the date of this notice]**

to be examined regarding your acquaintance herewith.

You are reminded that refusal or failure to appear on the said date without lawful excuse is an offence punishable upon conviction to a fine not exceeding \$5,000, imprisonment for a term not exceeding 6 months or both.

**[XXXXXXXXXXXX]**

**Chairman of Investigation Committee  
Board of Architects, Professional Engineers and Quantity Surveyors**

Board Management Division (BMD) Office  
Ground Floor, Ministry of Development Building  
Jalan Pembangunan, BS3510  
Negara Brunei Darussalam

Email : [apeqs@mod.gov.bn](mailto:apeqs@mod.gov.bn)  
Website : [www.bapeqs.gov.bn](http://www.bapeqs.gov.bn)  
[www.mod.gov.bn](http://www.mod.gov.bn)

Tel No. : (673) 2383222 ext 175/176  
(673) 2382076  
Fax No. : (673) 2382076

## **APPENDIX J**

### **DISCIPLINARY COMMITTEE**

#### **Notice to Attend Formal Inquiry Template**



لمباڠ اركيٽيڪ جوروترا فروفيسيونل دان جورواوكور باهن نڠارا بروني دارالسلام  
Brunei Darussalam Board of Architects Professional Engineers and Quantity Surveyors

**CONFIDENTIAL**

**Notice of Formal Inquiry under the Provisions**

**of Section 45 of the Architects, Professional Engineers and Quantity Surveyors Order, 2011**

Date: **DD MM YYYY**

**FORMAL INQUIRY NO.: DC/XXX/XXX/XX**

**Addressee**

**Address**

**Email:**

**IN THE MATTER OF FORMAL INQUIRY AGAINST**

**[NAME]**

Notice is hereby given that the Board of Architects, Professional Engineers and Quantity Surveyors has pursuant to section 45(1) of the Architects, Professional Engineers and Quantity Surveyors Order, 2011 ("the Order") ordered that a formal inquiry be held by a Disciplinary Committee into the complaint made [jointly] by [the Name and Designation of Complainant and Authority for Building Construction and Industry] on or about [date] [and has pursuant to section 42(1) of the Order appointed a Disciplinary Committee to formally inquire into the following Charge:

**CHARGE**

that you, [Name] (IC: XX-XXXXXX(Y); Registration No. XXXXXX) as the [architect/engineer/quantity surveyor] engaged by [Construction Sdn. Bhd.] in respect of the building works involving the [erection of a seven-storey and an eight-storey residential flats with attic and additions and alterations to the existing two-storey detached house with basement car parking, swimming pool on Lot XXXX Project Address] ("the Project") and being the qualified person appointed under section [X] of the Building Control Order, 2014:

1. had, while engaging in the practice of [architecture/engineering/quantity survey], acted in a manner which [was inconsistent or out of keeping with the fitting and proper discharge of his professional duties by [failing to supervise the carrying out of the building works on [project site]	and had thereby contravened Rule 13(a) of Part 1 of the Code of Professional Conduct and Ethics contained in the Schedule to the Architects, Professional Engineers and Quantity Surveyors (Professional Conduct and Ethics) Rules 2018;
--	--

Board Management Division (BMD) Office  
Ground Floor, Ministry of Development Building  
Jalan Pembangunan, B53510  
Negara Brunei Darussalam

Email : [apeqs@mod.gov.bn](mailto:apeqs@mod.gov.bn)  
Website : [www.bapeqs.gov.bn](http://www.bapeqs.gov.bn)  
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<p>2. had, in the course of rendering architectural/engineering/quantity surveying] services for the Project, failed to exercise due diligence to ensure that [Construction Sdn Bhd] in the [demolition of the three-storey detached house in the [project] sometime between [date and date] had complied with the Building Control Order, 2014 by obtaining the necessary permit for the said demolition</p>	<p>and had thereby contravened <b>Rule 16 (a)</b> of Part 1 of the Code of Professional Conduct and Ethics contained in the Schedule to the Architects, Professional Engineers and Quantity Surveyors (Professional Conduct and Ethics) Rules 2018;</p>
<p>3. had, in the course of rendering [architectural/engineering/quantity surveying] services for the Project, failed to immediately report to the Authority for Building Construction and Industry that [the two-storey detached house had been demolished by Construction Sdn. Bhd.] without the necessary permit in contravention of section X of the Building Control Order, 2014, which contravention you knew of sometime between [date and date]</p>	<p>and had thereby contravened <b>Rule 16 (b)</b> of Part 1 of the Code of Professional Conduct and Ethics contained in the Schedule to the Architects, Professional Engineers and Quantity Surveyors (Professional Conduct and Ethics) Rules 2018.</p>

You are hereby given notice that you and your/or your Counsel are required to attend before the abovementioned Disciplinary Committee on the following date, time and venue:

Date : **DD MM YY**  
Time : **x.xx a.m. / p.m.**  
Venue : **Location of Formal Inquiry**

*[Note: Make sure date set is 21 days after the date of this notice]*

to answer the charge above and not to depart from there without permission from the Disciplinary Committee.

Board Management Division (BMD) Office  
Ground Floor, Ministry of Development Building  
Jalan Pembangunan, BS3510  
Negara Brunei Darussalam

Email : [apeqs@mod.gov.bn](mailto:apeqs@mod.gov.bn)  
Website : [www.bapeqs.gov.bn](http://www.bapeqs.gov.bn)  
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Tel No. : (673) 2383222 ext 175/176  
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Brunei Darussalam Board of Architects Professional Engineers and Quantity Surveyors

You are reminded that refusal or failure to appear to the said date without lawful excuse is an offence punishable to a fine not exceeding \$5,000, imprisonment for a term not exceeding 6 months or both.

[XXXXXXXXXXXX]

Chairman of Disciplinary Committee  
*Board of Architects, Professional Engineers and Quantity Surveyors*

Board Management Division (BMD) Office  
Ground Floor, Ministry of Development Building  
Jalan Pembangunan, BS3510  
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Email : [apeqs@mod.gov.bn](mailto:apeqs@mod.gov.bn)  
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[www.mod.gov.bn](http://www.mod.gov.bn)

Tel No. : (673) 2383222 ext 175/176  
(673) 2382076  
Fax No. : (673) 2382076



# **APPENDIX K**

## **DISCIPLINARY COMMITTEE**

### **Formal Inquiry Requisition Template**



لمبأك ار كيتيك جوروترا فروفيسيونل دان جورواوكور باهن نأارا بروني دارالسلام  
Brunei Darussalam Board of Architects Professional Engineers and Quantity Surveyors

**CONFIDENTIAL**

**Notice of Formal Inquiry under the Provisions**

**of Section 45 of the Architects, Professional Engineers and Quantity Surveyors Order, 2011**

Date: **DD MM YYYY**

**FORMAL INQUIRY NO.: DC/XXX/XXX/XX**

**Addressee**

**Address**

**Email:**

**IN THE MATTER OF FORMAL INQUIRY AGAINST**

**[NAME]**

who is suspected to have committed the offence(s) of:

<p>1. while engaging in the practice of [architecture/engineering/quantity survey], acted in a manner which [was inconsistent or out of keeping with the fitting and proper discharge of his professional duties by [failing to supervise the carrying out of the building works on [project site];</p>	<p><b>Rule 13(a)</b> of Part 1 of the Code of Professional Conduct and Ethics contained in the Schedule to the Architects, Professional Engineers and Quantity Surveyors (Professional Conduct and Ethics) Rules 2018</p>
<p>2. in the course of rendering architectural/engineering/quantity surveying] services for the [project], failed to exercise due diligence to ensure that [Construction Sdn Bhd] in the [demolition of the three-storey detached house in the [project] sometime between [date and date] had complied with the Building Control Order, 2014 by obtaining the necessary permit for the said demolition.</p>	<p><b>Rule 16 (a)</b> of Part 1 of the Code of Professional Conduct and Ethics contained in the Schedule to the Architects, Professional Engineers and Quantity Surveyors (Professional Conduct and Ethics) Rules 2018</p>

**WHEREAS** a formal inquiry has been ordered by the Board of Architects, Professional Engineers and Quantity Surveyors into a complaint made [jointly] by [the Name and Designation of

Board Management Division (BMD) Office  
Ground Floor, Ministry of Development Building  
Jalan Pembangunan, B53510  
Negara Brunei Darussalam

Email : [apeqs@mod.gov.bn](mailto:apeqs@mod.gov.bn)  
Website : [www.bapeqs.gov.bn](http://www.bapeqs.gov.bn)  
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Tel No. : (673) 2383222 ext 175/176  
(673) 2382076  
Fax No. : (673) 2382076

## **APPENDIX L**

### **Complaints Handling Process [CHP] & Board Decision and Appeal Process**

#### **Flowchart 1**

## **APPENDIX M**

### **Complaints Handling Process [CHP] & Board Decision and Appeal Process**

#### **Flowchart 1A**