



# An Overview of New MyBEM Online Registration System (MyBEM) Engineering Consultancy Practices (ECP)

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BEM Registrar

Date: 20<sup>th</sup> October 2020



# OUTLINE OF PRESENTATION

1. Introduction
2. Basics
3. Beyond Basics
4. Application Renewal
5. Demo & Q&A





# ACRONYM

- AC – Accredited Checker
- BiMS – BEM Information Management System
- BC – Body Corporate
- CPD – Continuing Professional Development
- ECP – Engineering Consultancy Practices
- EngTech – Engineering Technologist
- GE – Graduate Engineer
- IHL – Institution of Higher Learning
- IOW – Inspector of Works
- PAE – Professional Assessment Examination
- PCE – Professional Competency Examination
- PE – Professional Engineer
- PEPC – Professional Engineer with Practicing Certificate

01

# INTRODUCTION

What is MyBEM?





# What is MyBEM?

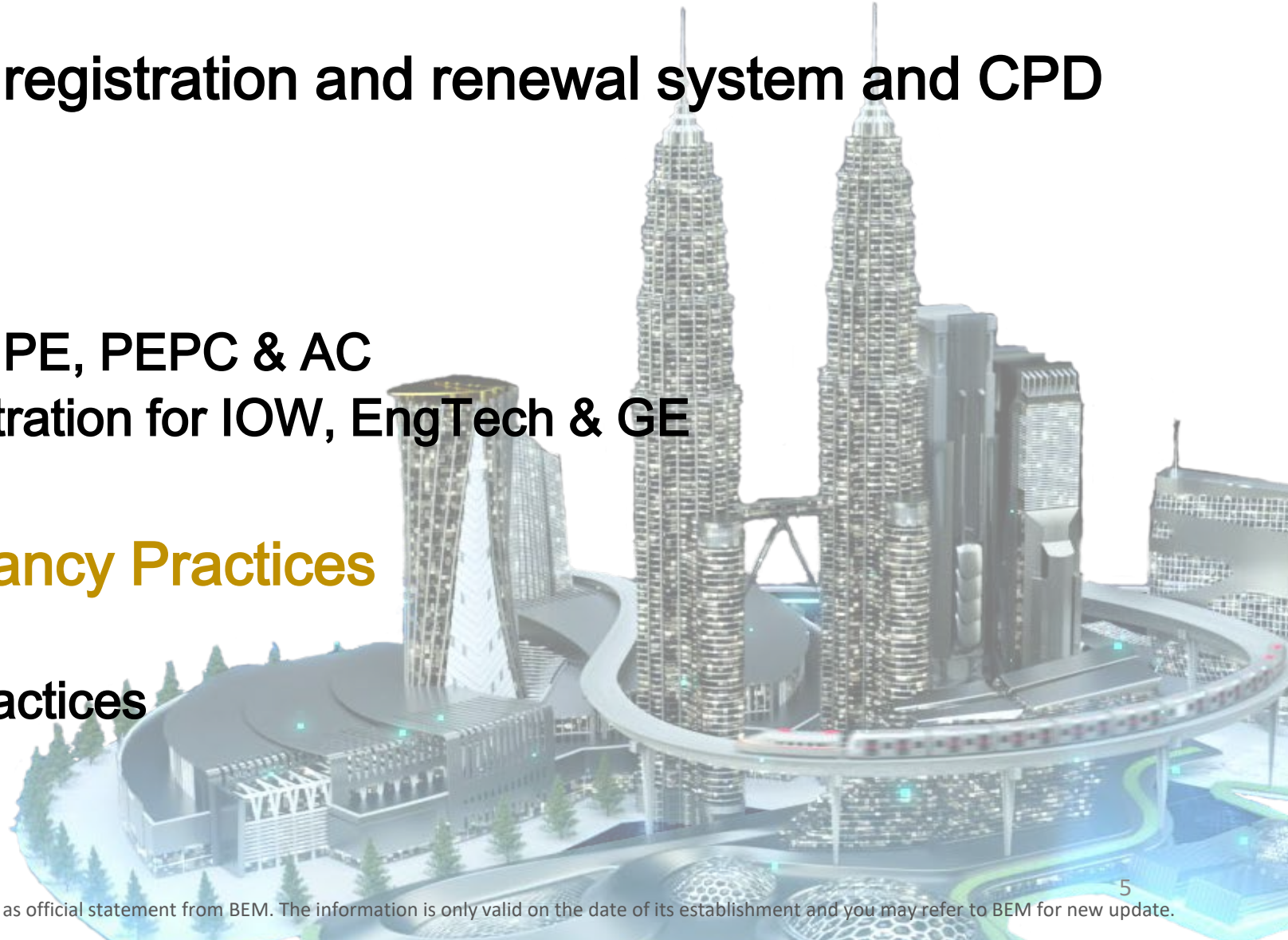
Fully integrated online registration and renewal system and CPD system covering:

## ➤ Registered Persons

- IOW, EngTech, GE, PE, PEPC & AC
- e-Bulk Online Registration for IOW, EngTech & GE
- CPD & CPD Audit

## ➤ Engineering Consultancy Practices

- Body Corporate
- Multi Disciplinary Practices
- Partnership
- Sole Proprietorship



# 02 | BASIC

## Basic Function of MyBEM

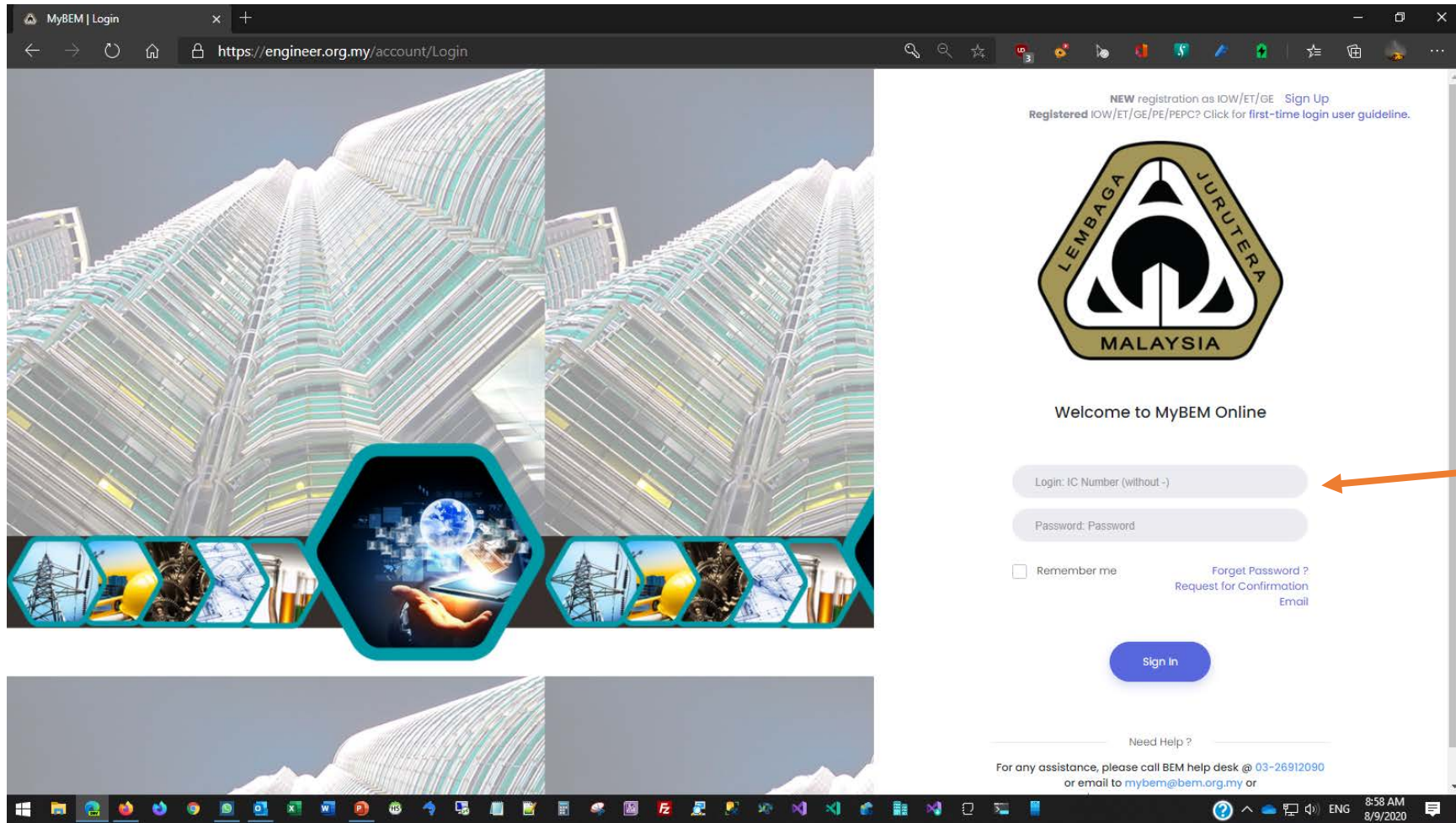




# Continuous Quality Improvement

Feature	MyBEM	MyBEM (version 2)
Registered Person Login	Registration number	IC/MyKad (Malaysian) Passport (non-Malaysian)
ECP Login	Using registration number	Director's IC/MyKad
Password	Password for MyBEM COULD NOT be used for MyBEM version 2. Existing user is required to confirm his/her account and request for new password	
Document Submission	Online + Manual	Fully Online
Payment	Submit payment records	Online payment via FPX

# Interface – Login Page



Use your  
IC/MyKad as  
login ID  
& key in your  
password.

\* Passport for  
non-Malaysian



NEW registration as IOW/ET/GE [Sign Up](#)  
Registered IOW/ET/GE/PE/PEPC? [Click for first-time login user guideline.](#)



Welcome to MyBEM Online

Login: IC Number (without -)

Password: Password

Remember me

[Forgot Password ?  
Request for Confirmation  
Email](#)

Sign In

Need Help ?

For any assistance, please call BEM help desk @ [03-26912090](tel:03-26912090)  
or email to [mybem@bem.org.my](mailto:mybem@bem.org.my) or

## Forgot Password?

- Click here and key in your IC to obtain a temporary password.
- Temporary password will be sent to your email

NEW registration as IOW/ET/GE [Sign Up](#)  
Registered IOW/ET/GE/PE/PEPC? Click for [first-time login user guideline.](#)



Welcome to MyBEM Online

Login: IC Number (without -)

Password: Password

Remember me

[Forget Password ?](#)  
[Request for Confirmation Email](#)

Sign In

Need Help ?

For any assistance, please call BEM help desk @ 03-26912090  
or email to [mybem@bem.org.my](mailto:mybem@bem.org.my) or

## Sign Up

- Applicable for **first time/new users.**
- Click to **sign up.**
- Existing engineer that have their registration number already have an existing account in the system

## Request for Confirmation Email

- Applicable for **existing engineers but have never login to new MyBEM.**
- Click to request confirmation email.
- Receive email, click link & set new password.
- Login to the new MyBEM.



# Common Issues for Login

1. I'm unable to login
2. I forgot my password/login
3. I did not receive any email from the system. (either for confirmation link, password etc.)

## Solution

1. Please check whether you already confirm your account. If not please proceed to click **“Request for Confirmation Email”**
2. Please use the **“Forgot Password?”** utility to obtain your temporary password
3. Please check your **SPAM** or **JUNK** folder. If not, please search for our email, [mybem@bem.org.my](mailto:mybem@bem.org.my). Some company or university block MyBEM email. In this case, please email to [mybem@bem.org.my](mailto:mybem@bem.org.my) or [ecp@bem.org.my](mailto:ecp@bem.org.my) and request to change your email to others such as gmail or Hotmail.



# Interface – Home Page

The screenshot shows a web browser window with the URL <https://engineer.org.my/Home/UserIndex>. The browser tabs include 'MyBEM | Home Page' and three 'MyBEM | Login' tabs. The browser's address bar shows 'Not secure' and 'InPrivate' mode.

The interface is divided into several sections:

- Top Menu:** Located at the top right, it contains the text 'Welcome, DEMO', a 'Logout' button, and a user profile icon.
- Side Menu:** Located on the left side, it contains a vertical list of navigation items: 'Home', 'Applications', 'Pending Individual Renewals', 'CPD Records', 'Continuing Professional Development', and 'My Upcoming Events'. An orange box labeled 'Side Menu' is overlaid on this area.
- Content Area:** The main content area is outlined in red and contains:
  - An information message: 'For any registrations and payments submitted before 1/11/2019, we are still in process of migrating your payment record to the new system. If you have already made payment before 1/11/2019, rest assured your payment have already been recorded and will be reflected in the current system soon. Thank you and apologies for any inconvenience caused.'
  - INFORMATION DETAILS:** A section with an expand/collapse icon.
  - REGISTERED PERSON:** A section with an expand/collapse icon, containing two cards:
    - Graduate Engineer:** Shows registration number G1183018A, approved on 2 June 2014, and G1183137A, approved on 8 September 2015.
    - Professional Engineer:** Shows a registration number and an expand/collapse icon.
  - ENGINEERING CONSULTANCY PRACTICES:** A section with tabs for 'Practices' and 'Applications'. It includes a 'Show 10 entries' dropdown and a search box.

An orange box labeled 'Content' is overlaid on the 'REGISTERED PERSON' section.



# Interface – Home Page – Top Menu - Profile

The screenshot shows a web browser window with the URL <https://engineer.org.my/Account/UserProfile/200828>. The page displays a user profile for 'Ir. DEMO'. The profile card shows the name 'Ir. DEMO' and identification numbers: G1183018A, G1183137A, and P121281. Below the card is a 'Logout' button. The main content area is titled 'Personal Details' and contains a form with the following fields:

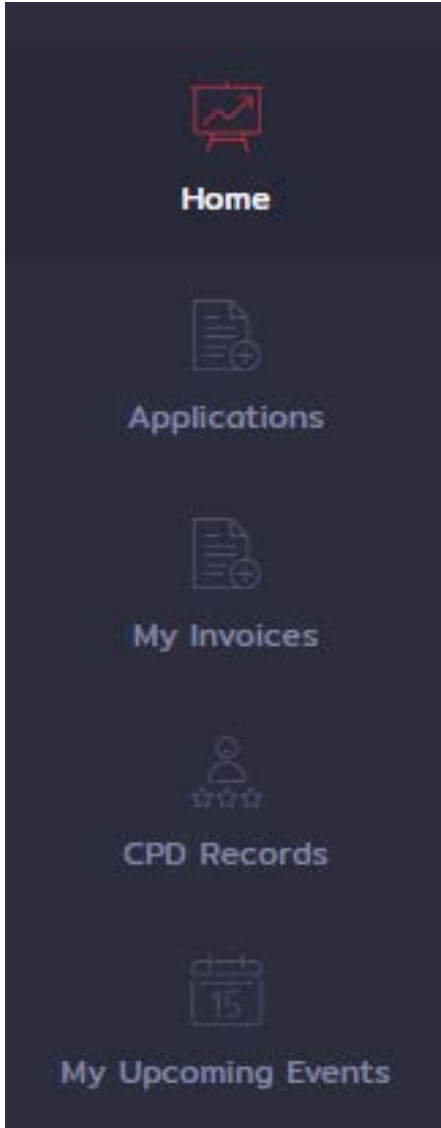
Field	Value
Title	Ir.
Full Name (as per IC)	DEMO
Date Of Birth	23 AUGUST 1972
Place of Birth	MALACCA

An orange callout box on the left side of the page contains the following instructions:

- **Always start with Profile**
  - Change password
  - Change profile picture
  - Gender
  - Address
- **Request to add Title**
  - Send official email + evidences to [registration@bem.org.my](mailto:registration@bem.org.my)



# Interface – Home Page – Side Menu



Side Menu	Purposes
Home	Home Screen
Applications	Registered Person Applications record, edit details and view payment details.
My Invoices	Print, view & download invoice for event by BEM.
CPD Records	Check or Register new CPD records
My Upcoming Events	Check out events schedule and register for the events.



# Interface – Home Page – ECP

As Director of an ECP, you will be able to:

## View

- Application Status
- Approval Date
- Expiry Date

## Action

- Apply
- Print Certificate

ENGINEERING CONSULTANCY PRACTICES

Practices Applications

Show 10 entries Search:

Ref	Practice	Expiry Date	Type	Status	Action
SP2734	ENGINEER CONSULTING	31 Dec 2020	Sole Proprietorship	Active	Certificate
BC89	MAIDIN SDN. BHD.	31 Dec 2020	Body Corporate	Active	Certificate

Showing 1 to 2 of 2 entries



# Common Issues for Login

1. Once login, I'm unable to view any registration even though I'm already an approved IOW/ET/GE/PE/PEPC
2. Some functions are not available
3. How to print certificate for ECP
4. How to print receipt for ECP

## Solution

1. Please make sure that you're signing into your existing account instead of creating a new account
2. The system supports all modern browser except Internet Explorer. Please DO NOT use it as the browser could not support all functions.
3. Please navigate to **Home --> Engineering Consultancy Practices --> Certificate**
4. Please navigate to **Application --> View Payment History**



# 03 | BEYOND BASIC

Advanced function of MyBEM





# Advanced Function of MyBEM

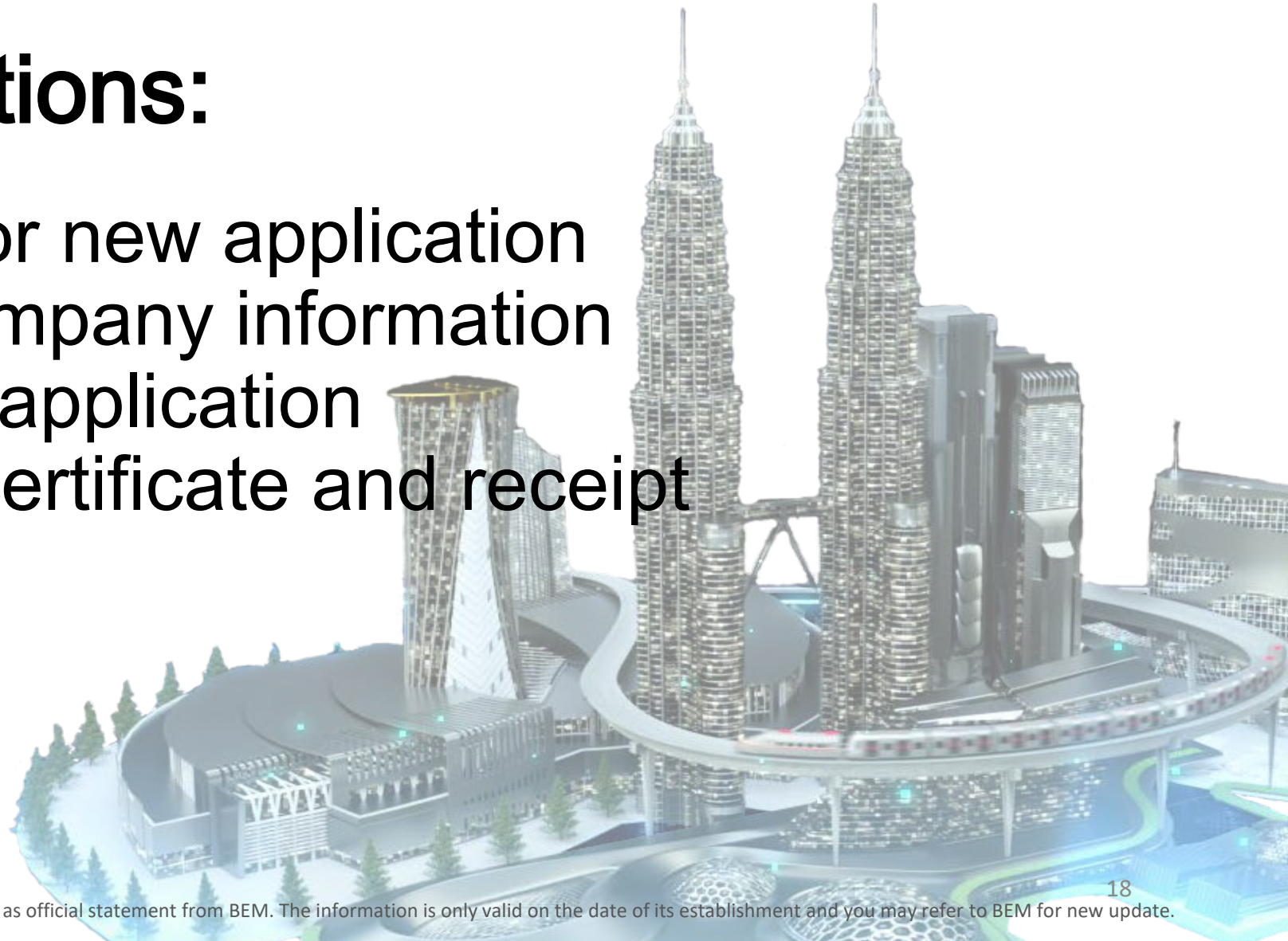
## 4 New Functions:

3.1 Applying for new application

3.2 Update company information

3.3 Renewing application

3.4 Self-print certificate and receipt



# 03 | BEYOND BASIC

## 3.1 Applying for New Application





# New application

1. Login to Home Page

Support Center

Welcome, DEMO

Logout

INFORMATION DETAILS

REGISTERED PERSON

2. Navigate to ECP panel

3. Press "Apply New"

ENGINEERING CONSULTANCY PRACTICES

Practices

Applications

+ Apply New

Show 10 entries

Search:

Ref	Practice	Expiry Date	Type	Status	Action
SP1234	ABC CONSULTING	31 Dec 2020	Sole Proprietorship	Active	Certificate
BC123	ABC SDN. BHD.	31 Dec 2020	Body Corporate	Active	Certificate

Showing 1 to 2 of 2 entries



# Steps for Online Application

## Sole Proprietorship (SP)

- 1/8 Company Name
- 2/8 Info page on requirements
- 3/8 Company Info
- 4/8 Disciplines
- 5/8 Form SD
- 6/8 Supporting Doc
- 7/8 Form K
- 8/8 Other Doc

## Partnership (PN)

- 1/8 Company Name
- 2/8 Info page on requirements
- 3/8 Company Info
- 3/8(a) Partner
- 4/8 Disciplines
- 5/8 Form SD
- 6/8 Supporting Doc
- 7/8 Form K
- 8/8 Other Doc

## Body Corporate (BC) & Multidisciplinary (MD)

- 1/8 Company Name
- 2/8 Info page on requirements
- 3/8 Company Info
- 3/8(a) Directors
- 3/8(b) Shareholders
- 4/8 Disciplines
- 5/8 Form SD
- 6/8 Supporting Doc
- 7/8 Form K
- 8/8 Other Doc



# Steps 1/8 - Company Name

## Engineering Consultancy Practice

Application - Engineering Consultancy Practice - Apply

### Registration

#### PRACTICE TYPE

Sole Proprietorship  Partnership  Body Corporate  Multidisciplinary

#### PRACTICE NAME

Practice Name

• Choose type of company you intend to register and practice:

- Sole Proprietorship
- Partnership
- Body Corporate
- Multidisciplinary

← Back



# Steps 2/8 – Information Page on Requirements

## Requirements

← Back

× Delete

### Application

New Registration

Type

- Guidelines for submission i.e. required documents and fees according to application type.
- Registration such as body corporate and multidisciplinary would require a minimum paid up capital of RM50,000.00 and RM150,000.00 respectively.

## DOCUMENTS

The following are the documents you need to submit for a successful application. You will be asked to upload the following

Item
Form SD
LETTER 1: ACKNOWLEDGEMENT ON PEPC's INVOLVEMENT IN ENGINEERING CONSULTANCY PRACTICE (if applicable)
LETTER 2 - DECLARATION LETTER ON ACTIVE INVOLVEMENT IN ENGINEERING CONSULTANCY PRACTICE
LETTER 3 - ACKNOWLEDGEMENT ON PEPC's INVOLVEMENT IN COMPANIES OTHER THAN ENGINEERING CONSULTANCY PRACTICE (if applicable)
FORM K - Permission To Be Involved In A Construction Or Manufacturing Company (if applicable)
Statutory Declaration: Application for Registration as Engineering Consultancy Practice
Other Documents



# Steps 3/8 – Company Information

## EMPLOYEE INFORMATION

Graduate Engineer \*

Engineering Technologist \*

Inspector of Works \*

Professional Engineer \*

Professional Engineer with Practising Certificate \*

Accredited Checkers \*

Number of Other Staff \*

Fill up vital information such as:

- Office contact
- List of Services to be offered
- Employee information





# \*Steps 3/8 (a) – Partners

## PARTNERS

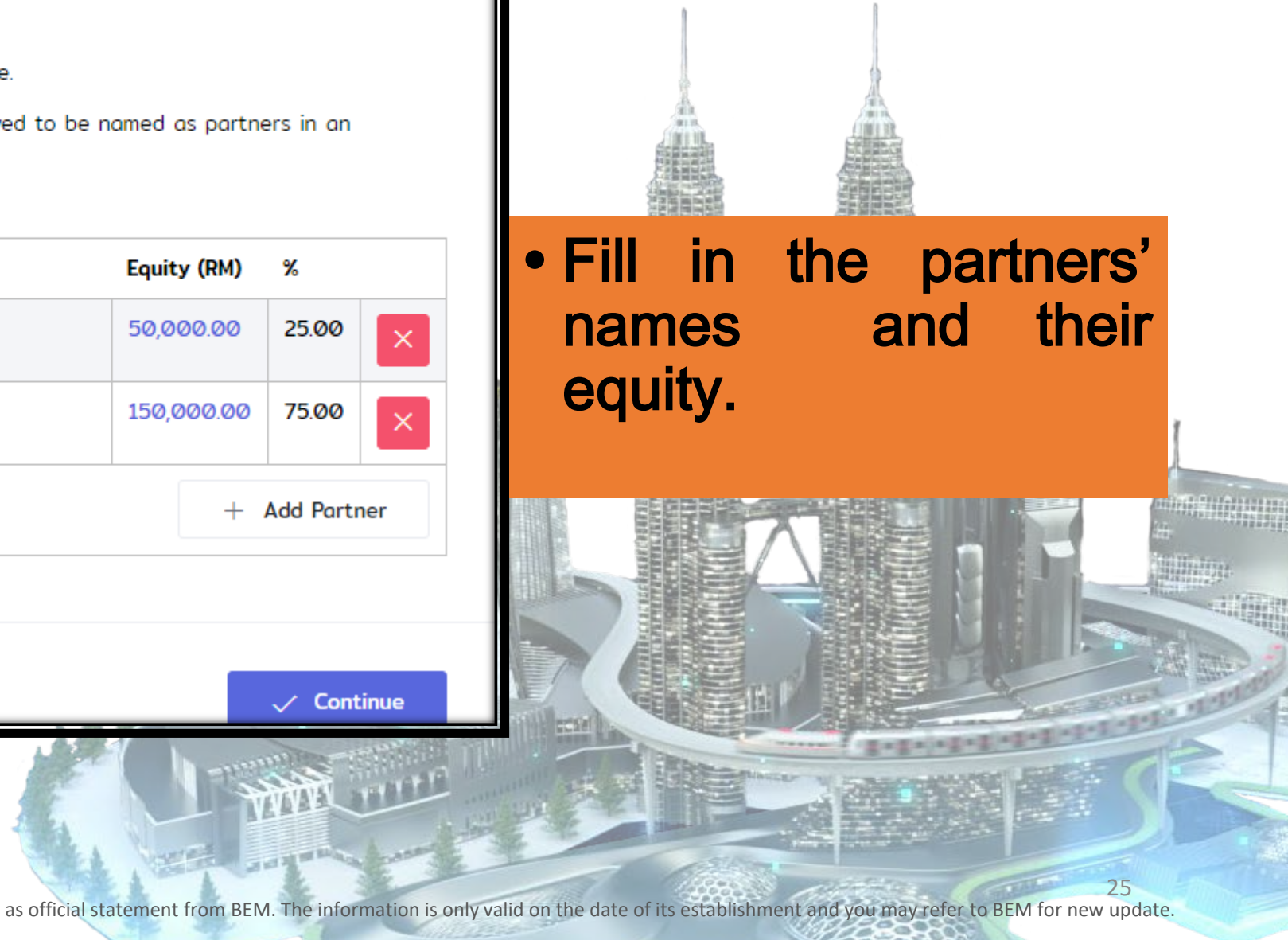
Please select partners of your Engineering Consultancy Practice.

Only Professional Engineers with Practising Certificate are allowed to be named as partners in an Engineering Consultancy Practice.

Partner	Equity (RM)	%	
DEMO 1	50,000.00	25.00	✕
DEMO 2	150,000.00	75.00	✕
<a href="#">+ Add Partner</a>			

✓ Continue

- Fill in the partners' names and their equity.





# \*Steps 3/8 (a) – Directors – BC & MD

## PROFESSIONAL ENGINEER WITH PRACTISING CERTIFICATE

Director	Status	Action	
DEMO 1	Active	<a href="#">Change to Inactive</a> <a href="#">Set as Director-in-Charge</a>	
DEMO 2 (Director-in-Charge)	Active	<a href="#">Change to Inactive</a>	
<a href="#">+ Add Director</a>			

## ANY PERSON

Name	BEM Registration No.	IC / Passport No.	Profession
No director selected.			
<a href="#">+ Add Director (Registered Person)</a>		<a href="#">+ Add Director (Non-Registered Person)</a>	

- Add in the directors' names (PEPC).
- Set Director in-charge.
- Add Director from Any Person (if any)
- Only applicable for Body Corporate & Multi-Disciplinary



# \*Steps 3/8(b) – Directors – BC & MD

## SHAREHOLDERS

Please select the shareholders of your Engineering Consultancy Practice.

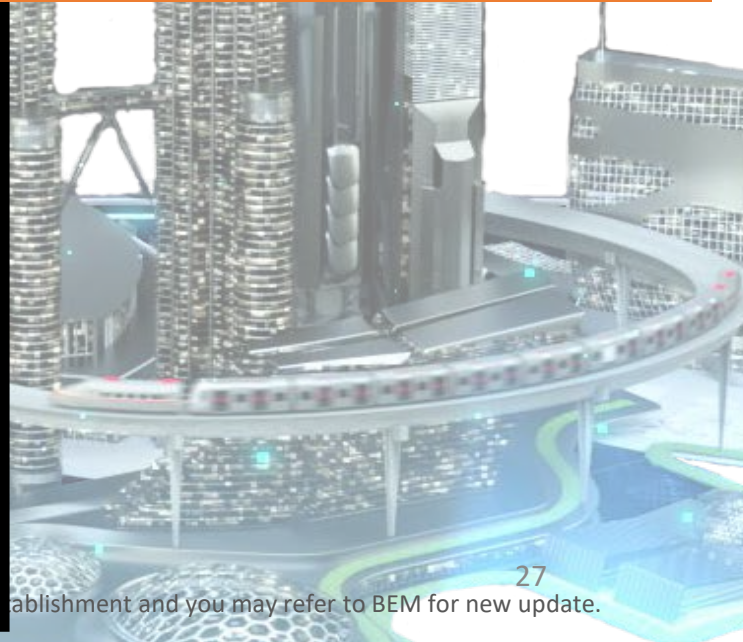
## PROFESSIONAL ENGINEER WITH PRACTISING CERTIFICATE

Shareholder	Shareholding (RM)
No shareholder selected. Please add a shareholder.	
<input type="button" value="+ Add Shareholder"/>	

## ARCHITECTS OR PROFESSIONAL QUANTITY SURVEYORS

Name	IC / Passport No	Registration Number <sup>?</sup>	Profession	Shareholding (RM)	%
No shareholder selected.					
<input type="button" value="+ Add Shareholder"/>					

Add shareholder and the distribution of shares among the shareholders.  
(Total : 70%)





# \*Steps 3/8(b) – Directors – BC & MD

## ANY BODY CORPORATE

Name	Registration Number <sup>?</sup>	Shareholding (RM)	%
No shareholder selected.			
			<input type="button" value="+ Add Shareholder"/>

Add shareholder and the distribution of shares among the shareholders (Others)  
Total: 30%

## SHAREHOLDING SUMMARY

Shareholder	Shareholding (RM)	%
Professional Engineering with Engineering Certification	0.00	0.00
Architect	0.00	0.00
Quantity Surveyor	0.00	0.00
Any Person / Body Corporate	0.00	0.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>

Shareholding Summary



# Steps 4/8 – Disciplines

## DISCIPLINES

Please add or remove disciplines that your Engineering Consultancy Practice will practise.

You are only allowed to select disciplines practised by the Principal.

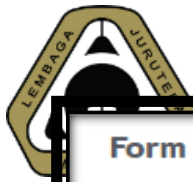
Discipline
No discipline selected. Please select at least 1 discipline.
<a href="#">+ Add Discipline</a>



Please select at least 1 discipline

✓ Continue

- Applicant would then have to confirm disciplines that the company is practicing.
- ECP such as partnership, body corporate and multidisciplinary would be able to choose more than 1 discipline depending on the discipline(s) practiced by the director/partner



# Steps 5/8 –Statutory Declaration (Form SD)

**Form SD**

Statutory declaration to be completed by the principal, partners, directors and shareholders in the Engineering Consultancy Practice.

---

**DEMO**

Organization	Nature of Business	Designation	Shares held (RM)	%
No other organization to declare.				
				<input type="button" value="+ Add Organization"/>

Generate the Statutory Declaration

Upload the Certified Statutory Declaration \*

- All principal, partners, directors and shareholders are required to download, declare and submit the declaration form online
- He/She has to declare their positions in any other companies. (if any)
  - *Including – non-engineering company*
  - *Declare as employee (e.g. government, ECP or private)*



# Steps 6/8 – Supporting Documents

## DOCUMENTS AND ATTACHMENTS

Please upload the following documents.

For documents with samples, please download the samples first, fill in the details accordingly and upload the completed and signed document.

### **Board of Director's Resolution Authorizing Professional Engineering with Practising Certificate**

Copy of Resolution from the Board of Directors authorizing the Professional Engineer with Practising Certificate to make all the final engineering decisions on behalf of the Body Corporate.

[Click here to download a sample.](#)

File \*

[View uploaded file](#) / [Upload new file](#)

### **Certificate of Incorporation of Private Company**

**Applicants are required to upload all relevant documents accordingly.**

- **Some documents come with ready-made sample. Download the sample first, fill in and upload the completed and signed document.**



# Steps 7/8 – Form K

Form K

← Back ✕ Delete

Form K

---

DEMO

Construction / Manufacturing Company	Nature of Business	Position	Shares held (RM)	%
No construction / manufacturing company to declare.				
<span style="border: 1px solid #ccc; padding: 5px 15px; border-radius: 4px;">+ Add Organization</span>				

✓ Continue

Applicant are required to fill in and upload Form K (if applicable)

- *Form K is Permission to be involved in Construction or Manufacturing company*





# Steps 8/8 – Other Documents

Other Documents

← Back

× Delete

## OTHER DOCUMENTS

If there are any other documents that you would like to submit, please add them here.

If there are none, simply click Continue to further the application process.

Description

No attachments.

+ Add Attachment

✓ Continue

Applicant are required to submit other relevant documents such as

- Retirement card for Ex-Government staff
- Resign letter from other company
- Constitution from SSM
- Etc....



# Application Review

Review ← Back

Application: New Registration Type: Sole Proprietorship

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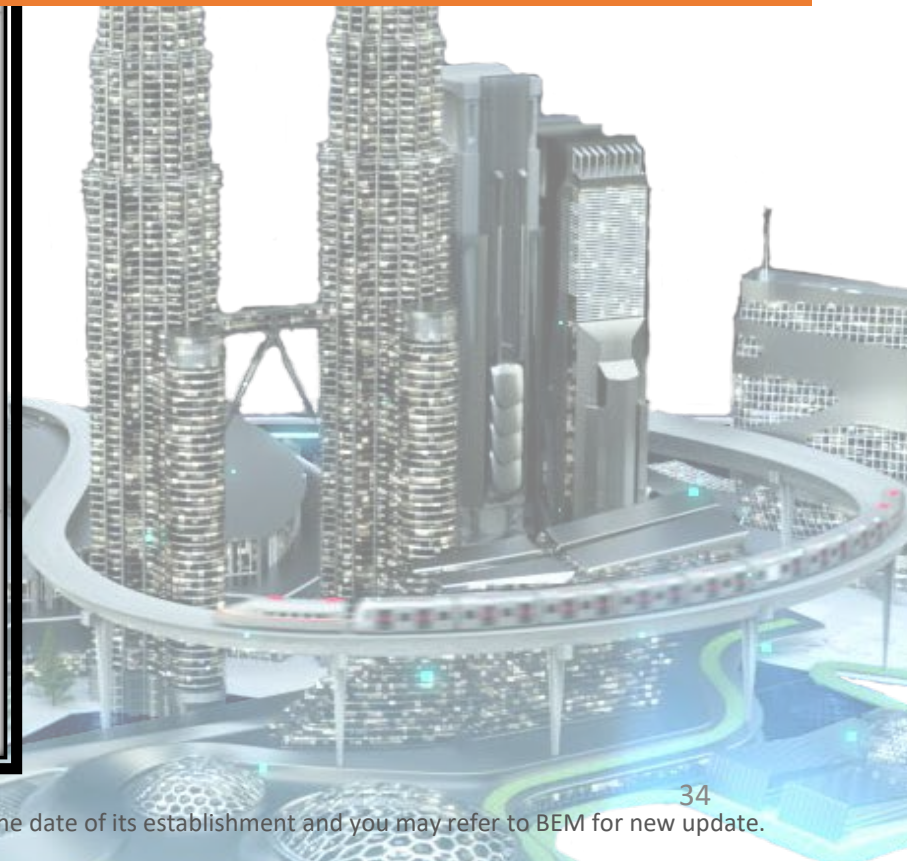
**PRACTICE**

Name	Application Reference Number	Company Number
<input type="text"/>	<input type="text"/>	<input type="text"/>

---

**ADDRESS**

**System will display a review page before the final submission.**





# New application – FPX Online Payment page

1. System will display the fee required

FPX Online Payment Confirmation	
DESCRIPTION	
SP – Processing Fee	RM 50.00
SP – Registration Fee (July-Dec)	RM 125.00

2. Applicant have to choose whether to make payment using personal account or corporate account & bank name.

FPX is an online payment real time via internet bank bank and enter on the bank id and password. Then you number.

TYPE	BANK	DUE DATE	TOTAL AMOUNT
PERSONAL	Select a ba...	9 Oct 2020	175.00

on the button below, I hereby agree to and accept the FPX's Terms & Conditions.

**Agree and Pay**

Powered by FPX

3. Once button Agree and Pay is clicked, system will re-direct to the selected bank login-page.



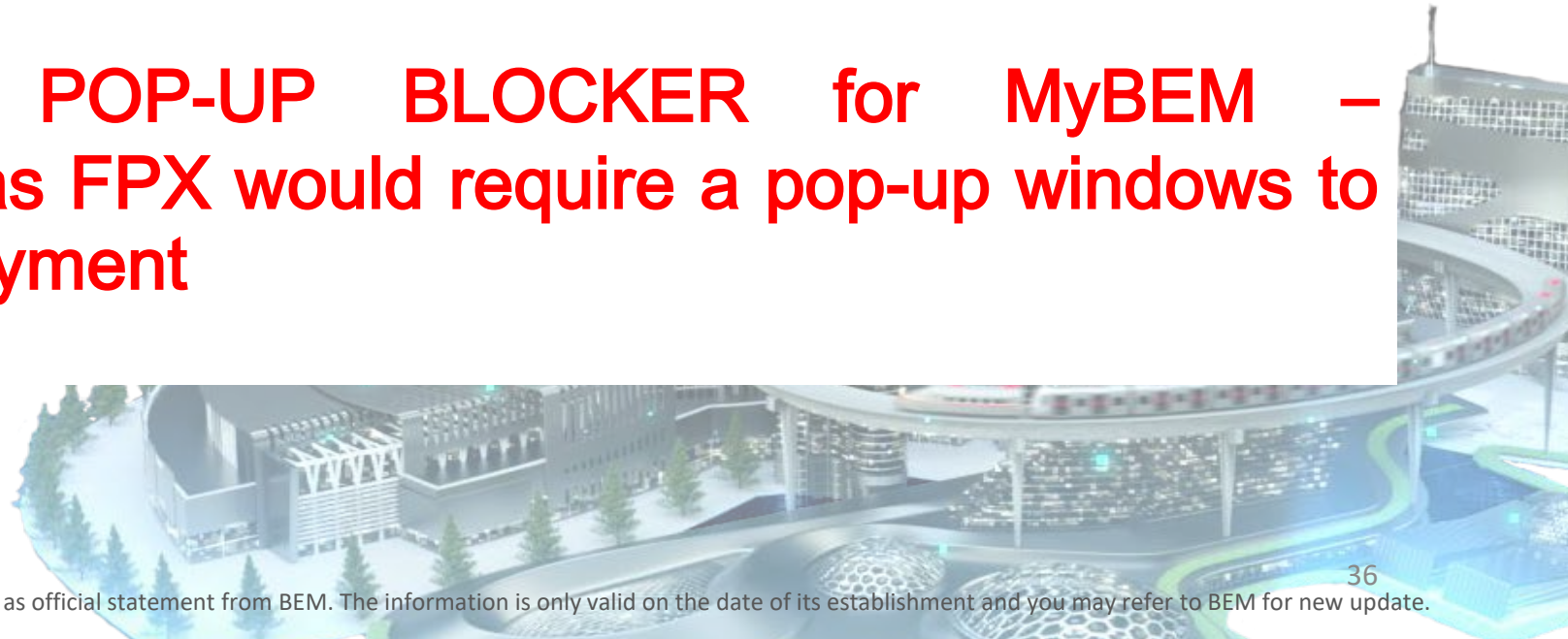
# FPX Online Payment page



Please check your pop-up blocker. If you see a pop-up blocker X on your top-right, click 'Always Allow' Support Center Welcome, DATO'

## Important Reminder

**Please DISABLE POP-UP BLOCKER for MyBEM – engineer.org.my as FPX would require a pop-up windows to proceed with any payment**





# New application

## Engineering Consultancy Practice Application

🏠 - Engineering Consultancy Practice - Registration



This application is waiting for document verification by the Administrator.

After making the payment, system will show the current status as waiting for document verification

## Engineering Consultancy Practice Application

← Back to Home

Engineering Consultancy Practice

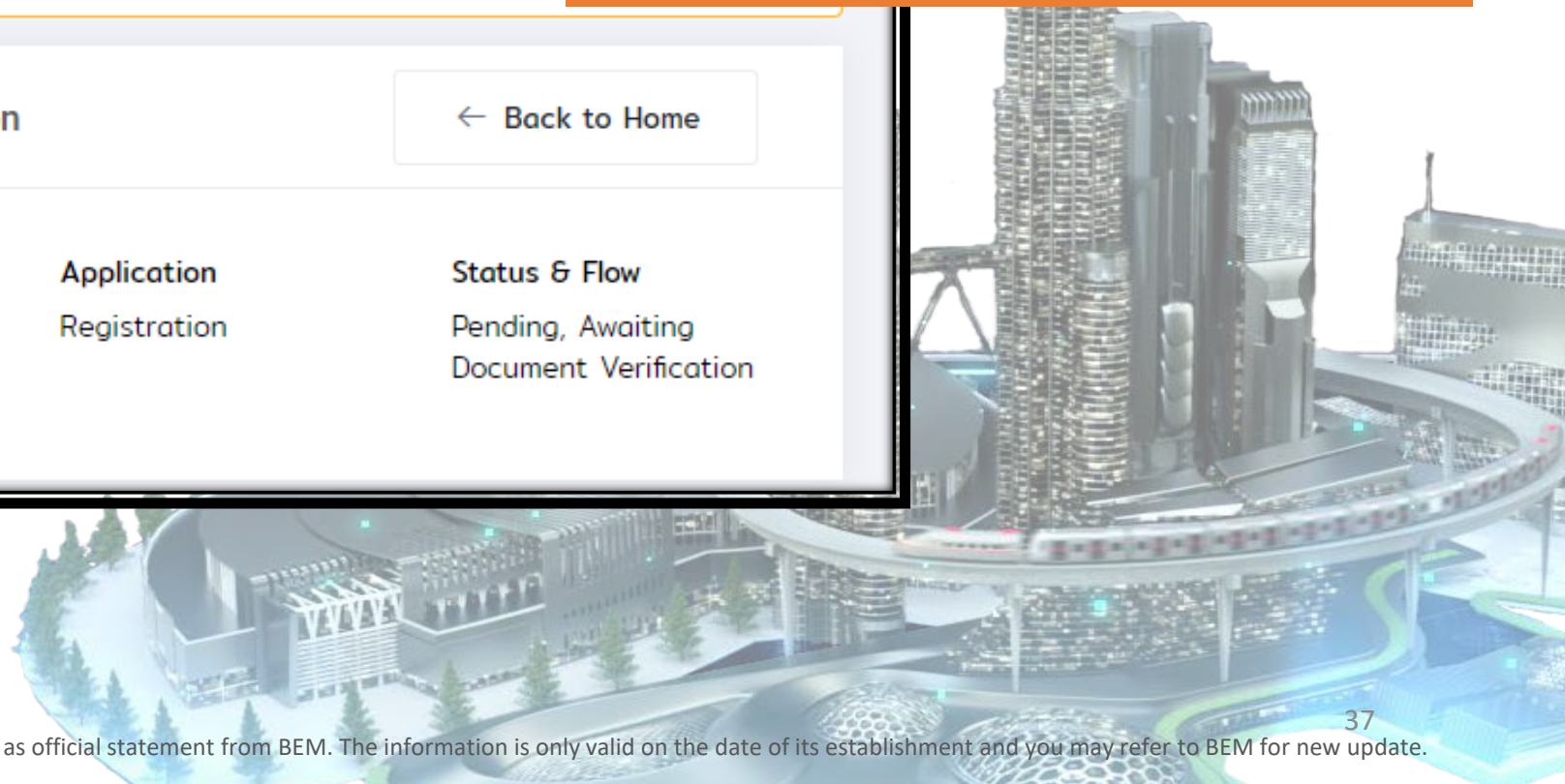
Application

Status & Flow

TEST

Registration

Pending, Awaiting  
Document Verification



# 03 | BEYOND BASIC

## 3.2 Update Company Information





# Update Company Information

Section 7A(4) of the Registration of Engineers Act 1967  
(Revised 2015):

*“An Engineering consultancy practice shall, within **thirty days** of the occurrence of any change of its sole proprietorship, or the composition of its partners, board of directors or its shareholders, furnish to the Board a true report in writing giving full particulars of the change.”*





# Update Company Information

Home

Applications

Individual Renewals

Invoices

Records

INFORMATION DETAILS

REGISTERED PERSON

ENGINEERING CONSULTANCY PRACTICES

Practices Applications

Show 10 entries Search:

Ref	Practice	Expiry Date	Type	Status	Action
BC123	ABC SDN BHD	31 Dec 2020	Body Corporate	Active	Certificate

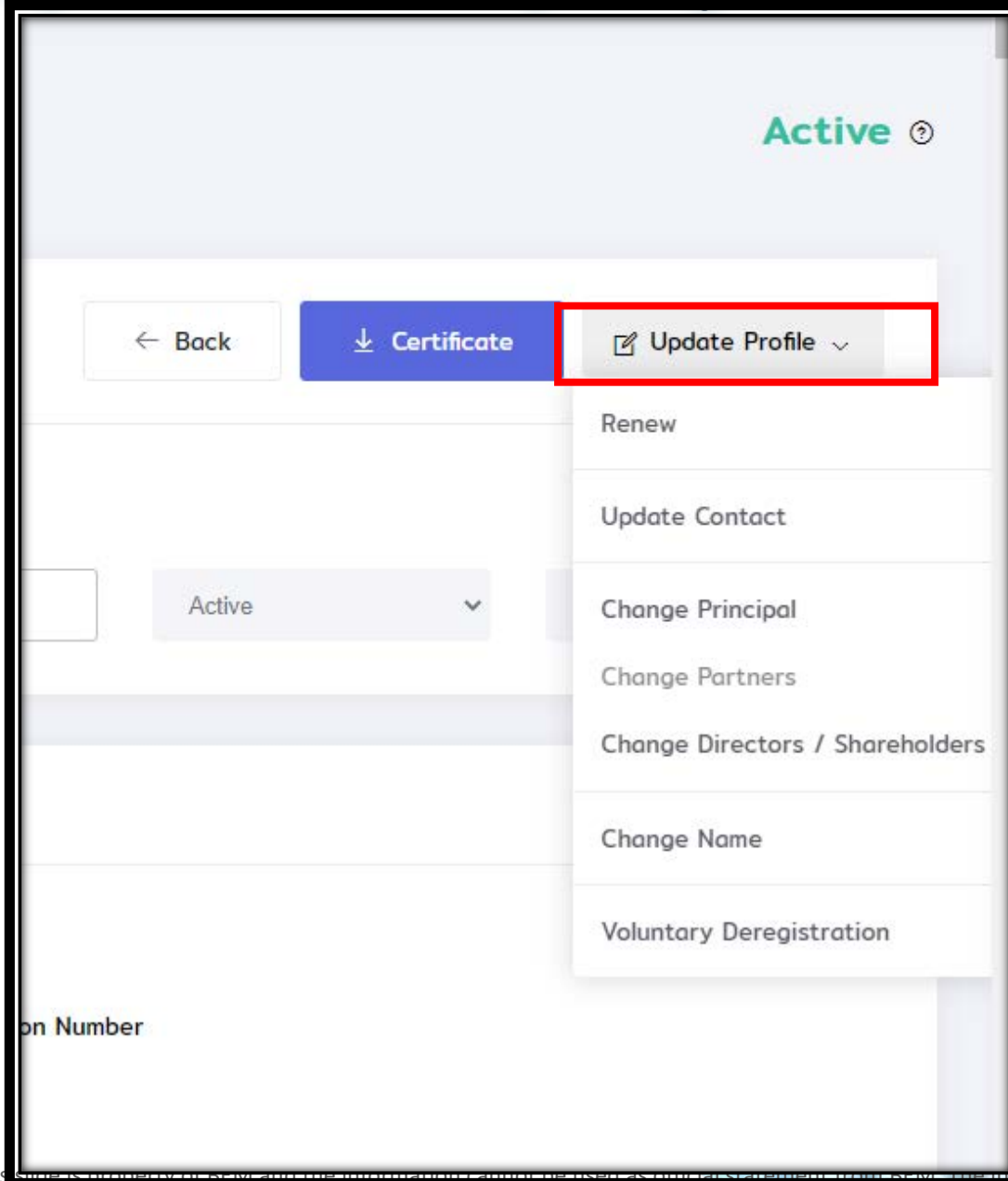
Showing 1 to 1 of 1 entries

- Please navigate to Home page, under Engineering Consultancy Practices
- Click on the company name





# Update Company Information



- Please navigate update profile.
- Director can make changes / update the following information:

- Update Contact
- Change Principal
- Change Partners
- Change Directors / Shareholders
- Change Name
- Voluntary De-registration



# Update Company Information – Update Contact

Update Contact

← Back ✕ Delete

Application: Update Profile for ABC SDN BHD

Type: Body Corporate

---

**REGISTRATION**

SSM Registration Number

SSM Registration Number

---

**ADDRESS**

TINGKAT 6 BANGUNAN MING

• Director can update the company contact including address and phone number.





# Update Company Information

## REQUIREMENTS

The following are the requirements your Practice must adhere to before submitting your application.

Item	Description
Minimum paid up capital	RM 50,000.00

## FEES

The following are the fees applicable for this application if submitted by today.

Fee	Amount
Add Discipline (if applicable)	1000.00
Total	1000.00

- Minimum administration fee will be charged for the following update / change info:
  - Change principal
  - Change partners
  - Change director/ shareholders
  - Change name
- The changes will be recommended to Application Committee for approval.
- Timeline: 1 – 2 months (upon complete documentation)

# 03 | BEYOND BASIC

## 3.3 Renewing Application





# Renewing Application

## 2 Pre-requisites to Renew Any ECP

1. Make sure all details are correct and up-to-date
2. Make sure all PEPC directors / partners have renewed their PEPC registration
  - System will not allow to proceed to renew if there is/are director(s) / partner(s) that haven't renewed their PEPC.



# Renewing Application

- Please navigate to Home page, under Engineering Consultancy Practices
- Click on the Renewal icon

INFORMATION DETAILS

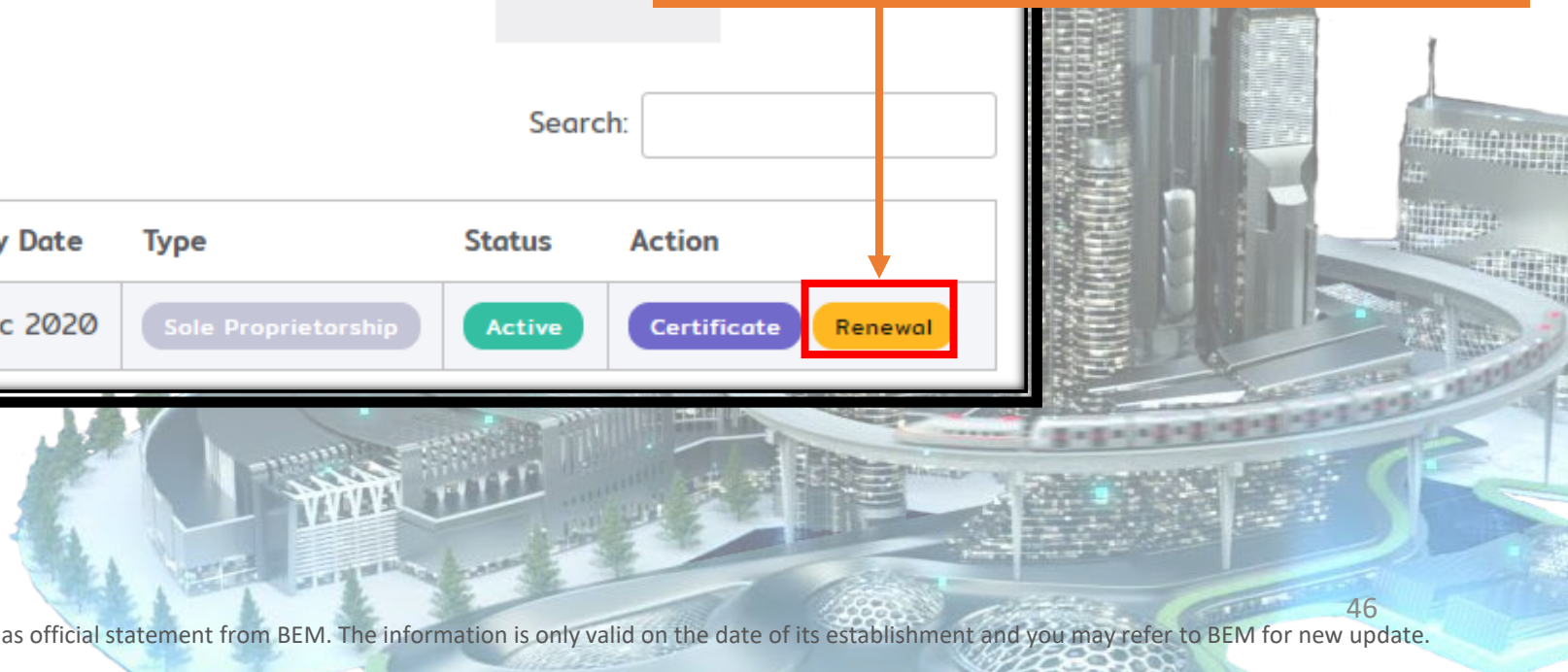
REGISTERED PERSON

ENGINEERING CONSULTANCY PRACTICES

Show 10 entries

Search:

Ref ↑↓	Practice	Expiry Date	Type	Status	Action
BC123	ABC SDN BHD	31 Dec 2020	Sole Proprietorship	Active	Certificate <b>Renewal</b>





# Renewing Application

Renewal

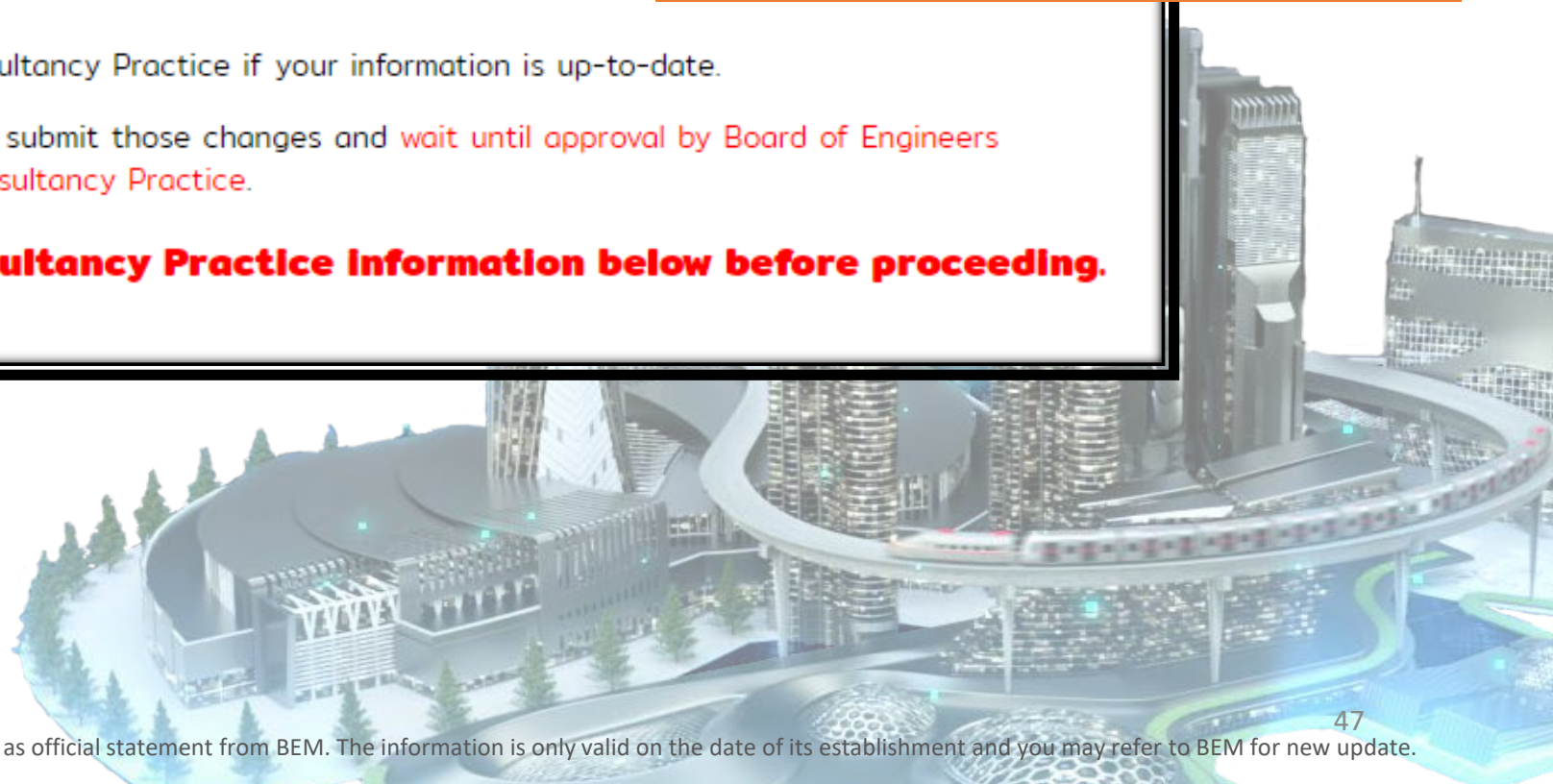
## **ARE THERE ANY CHANGES TO YOUR ENGINEERING CONSULTANCY PRACTICE?**

You are only allowed to renew your Engineering Consultancy Practice if your information is up-to-date.

If there are changes, it is compulsory that you **MUST** submit those changes and **wait until approval by Board of Engineers Malaysia before you can renew your Engineering Consultancy Practice.**

**Please preview your Engineering Consultancy Practice Information below before proceeding.**

- Confirmation Page – requesting applicant to review details before proceed to renew





# Renewing Application

Continue

PLEASE SELECT ANY OF THE CHOICES BELOW TO PROCEED

**RENEW NOW**

There are no changes to declare. The company can be immediately renewed now.

**SUBMIT CHANGES**

There are changes to the company which are required to be declared first.

- If there is no change, choose the button “Renew Now”
- If not, choose button submit changes and declare.







# Renewing Application

Item

Appeal Letter

## FEES

The following are the fees applicable for this application if submitted by today.

Fee	Amount (RM)
Renewal Fee	250.00
<b>Total</b>	<b>250.00</b>

**System will show  
Renewal Fee**

✓ Continue



# Renewing Application

## DECLARATION

I hereby declare -

The company is:

- Not a bankrupt
- A bankrupt / winding up by the Court
  
- The board of directors and shareholdings / partners / principal remain the same as the previous year.

Save

✓ Save & Continue

Applicant would have to declare and click Save & Continue to proceed to the payment page



# Renewing Application

## FPX Online Payment Confirmation



FPX is an online payment method that allows you to pay in real time via internet banking. You just need to choose your own bank and enter on the bank's internet banking website the user ID and password. Then you must approve the payment using a TAC number.

TYPE	BANK	DUE DATE	TOTAL AMOUNT
------	------	----------	--------------

CORPORATE

Select a bank

12 May 2020

250.00

By clicking on

and accept the [FPX's Terms & Conditions](#).

Agree and Pay

Powered by FPX

Affin Bank  
Affin Bank B2B  
AGRO02  
Alliance Bank (Business)  
AmBank  
Bank Islam  
Bank Muamalat

- Applicant can choose either personal or corporate account and choose the bank to proceed with FPX payment
- Once button Agree and Pay is clicked, applicant will be redirected to the selected bank.
- Login with ID and password and make payment.



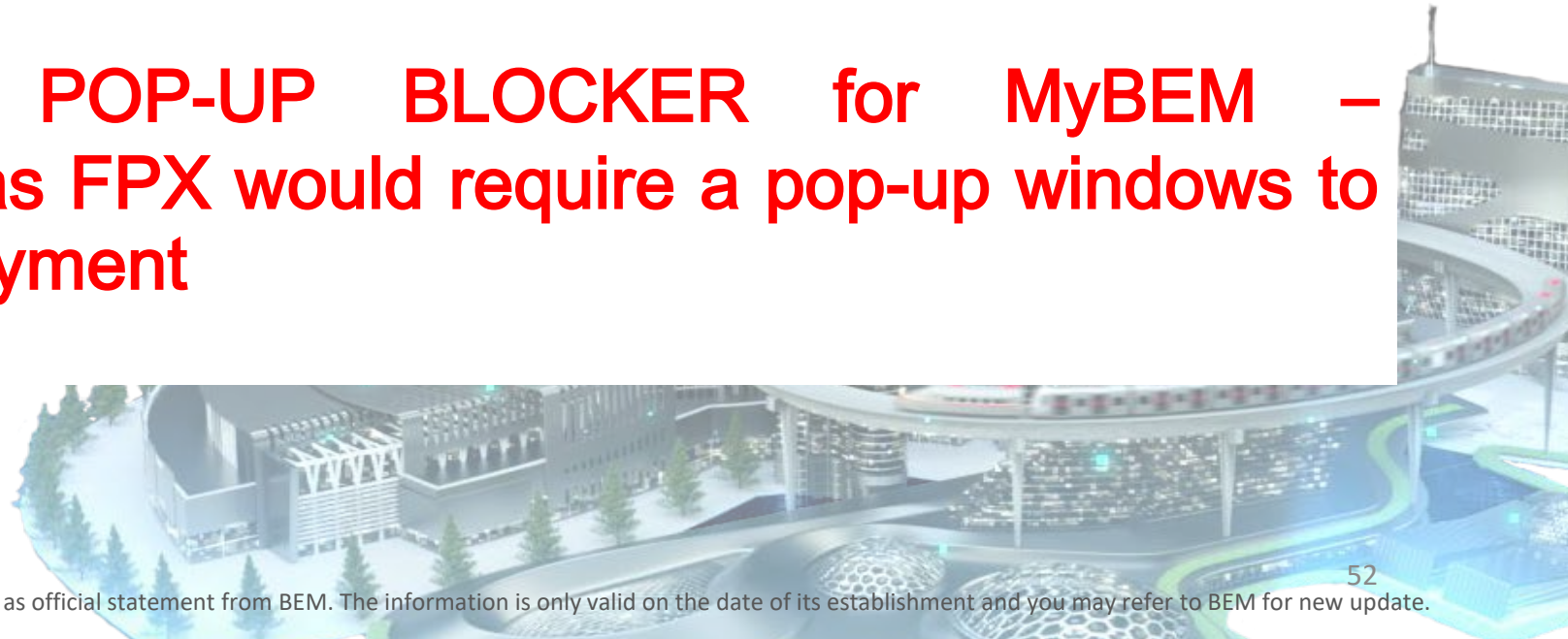
# Renewing Application



Please check your pop-up blocker. If you see a pop-up blocker   
on your top-right, click 'Always Allow' Support Center Welcome, DATO'

## Important Reminder

**Please DISABLE POP-UP BLOCKER for MyBEM –  
engineer.org.my as FPX would require a pop-up windows to  
proceed with any payment**



# 03 | BEYOND BASIC

## 3.4 Self-print Certificate & Receipt





# Self-Print Certificate

- Please navigate to Home page, under Engineering Consultancy Practices
- Click on Certificate

INFORMATION DETAILS ^ ↗

REGISTERED PERSON ^ ↗

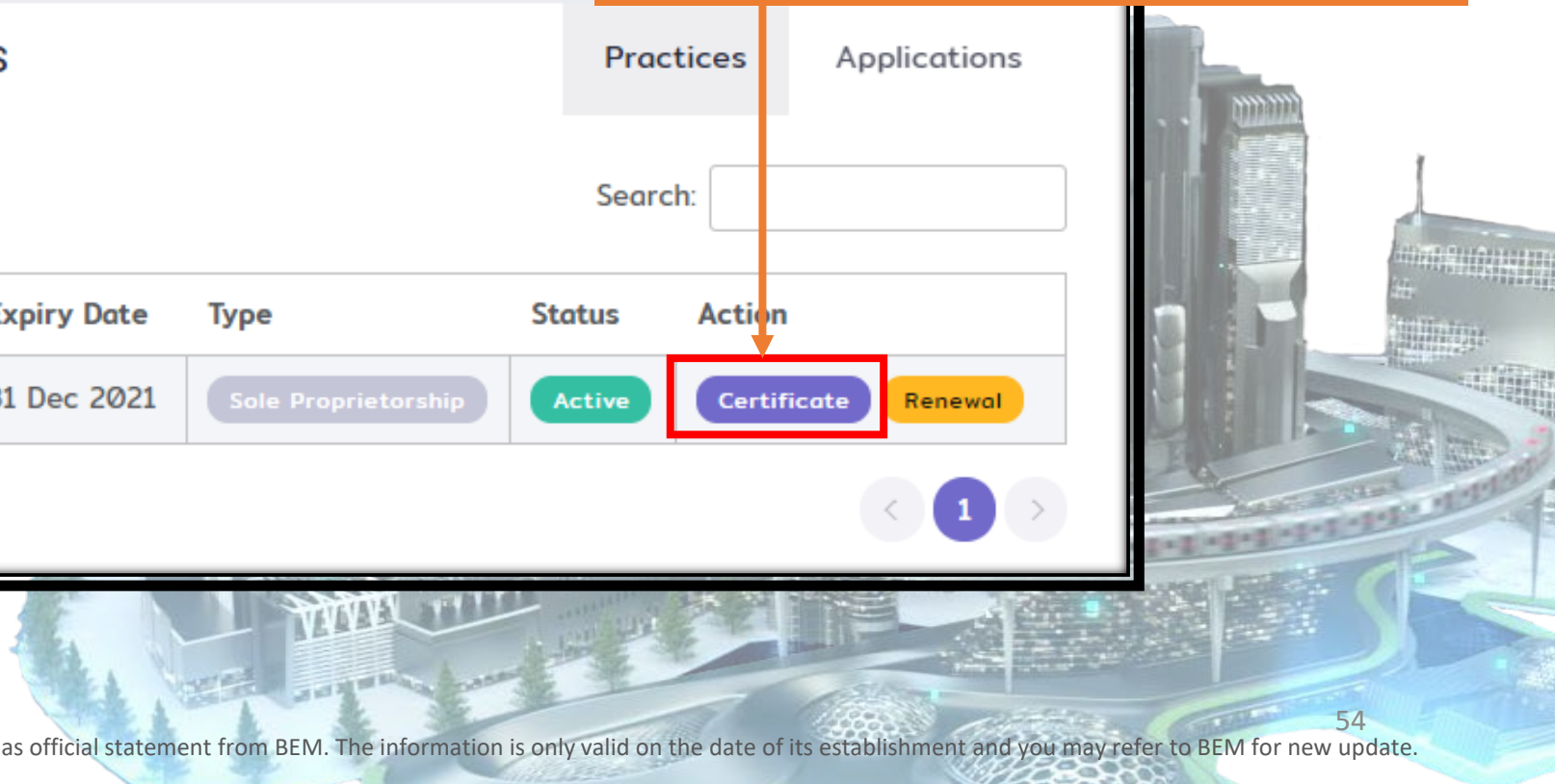
ENGINEERING CONSULTANCY PRACTICES

Practices Applications

Show 10 entries Search:

Ref ↑↓	Practice	Expiry Date	Type	Status	Action
BC123	ABC SDN BHD	31 Dec 2021	Sole Proprietorship	Active	<b>Certificate</b> Renewal

Showing 1 to 1 of 1 entries





# Self-Print Certificate

- Please navigate to Application → View Payment History → Receipt

Payment History

Show 10 entries

Search:

No. ↑↓	Receipt No	Date Issued	Name	Amount	Status	Action ↑↓
1.	-	12 Oct 2020 04:17 PM	SP - Renewal Fee - Bayaran Untuk Tahun 2020	RM 250.00	Cancelled	
2.	387346	8 May 2020 10:25 AM	BC - Renewal Fee - Bayaran Untuk Tahun 2021	RM 1000.00	Verified	Action
3.	386982	7 Jan 2020 03:07 PM	PEPC - Renewal Fee	RM 400.00	Verified	Receipt



# Introduction to ASEAN Chartered Professional Engineer (ACPE): The Requirements and How to Make Online Application

Presented by:

**Ir. Dr. MEGAT ZUHAIRY BIN MEGAT TAJUDDIN**  
BEM Registrar

Date: 20<sup>th</sup> October 2020



# ASEAN Mutual Recognition Arrangement (MRA) on Engineering Services

The Government of 10 ASEAN Member Countries on 9<sup>th</sup> December 2005 in Kuala Lumpur have agreed and signed the ASEAN Mutual Recognition Arrangement (MRA) on Engineering Services which aims to:

- a) facilitate mobility of engineering service professionals, and
- b) exchange information in order to promote adoption of best practices on standard and qualifications.

# What is ASEAN Chartered Professional Engineers (ACPE)?

Two stylized, metallic skyscrapers with pointed tops are positioned on the right side of the slide, partially overlapping the title text.

**Under the MRA, a professional engineer or practitioner who holds the nationality of an ASEAN Member Country (AMC) and who possesses qualifications and experience that complies with the requirements specified in Part B of AMC Assessment Statement may apply to be placed on the ASEAN Chartered Professional Engineers Register (ACPER) and accorded the title of ASEAN Chartered Professional engineer (ACPE).**

# Requirements for Registration

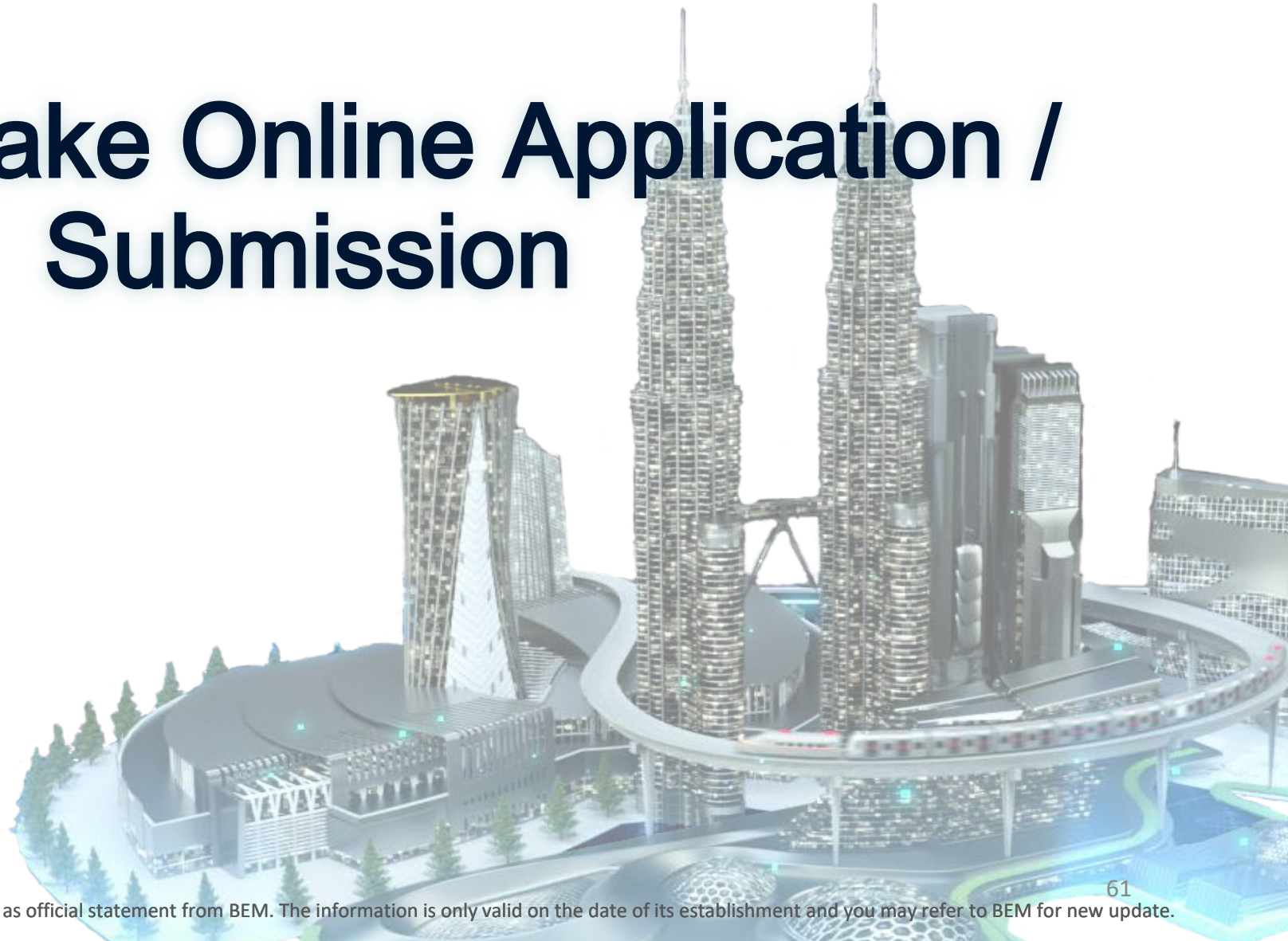
- Completed an accredited or recognized engineering degree programme by BEM.
- A registered Professional Engineer with BEM.
- Possess practical and diversified experience of not less than seven (7) years after graduation, at least two (2) years of which shall be in responsible charge of significant engineering work.
  - 2 years as a PE.
- Having Continuing Professional Development (CPD) hours at satisfactory level.
- Agrees to be bound by code of professional conduct and ethics.

# Benefits

- Opportunity to have their professional standing recognized within the ASEAN region.
- Add value to their professional career when working and practicing their engineering expertise in the ASEAN economies.
- Mutual exemption from assessment for the purpose of working and practicing engineering profession in economies participating in the ASEAN Chartered Professional Engineer scheme.
- Eligible for registration as Registered Foreign Professional Engineer (RFPE) in other ASEAN countries (host country).
- Definite advantage of opportunities that is offered to enhance competitiveness and employment opportunities.



# How to Make Online Application / Submission





# Applying for new application

Support Center Welcome, Ir. DEMO

## REGISTERED PERSON

Graduate Engineer

Not registered yet.

Apply

Professional Engineer

Professional Engineer with Practising Certificate

Accredited Checker

Not registered yet.

Apply

ASEAN Chartered Professional Engineer

Not registered yet.

Apply

- Please login to MyBEM System
- Navigate to:

Home page → Registered Person → ACPE → Apply

# Applying for new application

MyBEM | Login x MyBEM | Login x MyBEM | Login x MyBEM | Index x MyBEM | Login x MyBEM | Login x MyBEM | Login x

Not secure | https://engineer.org.my/Application/My

Welcome, DEMO Logout

### Applications

Applications - List of Applications

#### List of Applications

Show 10 entries

Approved Date	Ref No.	Reg.	Disciplines	App.
8 September 2014	P121281 G1103010A	Professional Engineer	Approved: MECHANICAL	Approved
8 September 2015	G1183137A J51190000A	Graduate Engineer	Approved: MECHANICAL	Approved
-		Professional Engineer	Applied: CIVIL	New Application
2 June 2014	G1183018A J51190425A	Graduate Engineer	Approved: CIVIL	Approved

Showing 1 to 4 of 4 entries

**1. Click on Applications**  
**2. Click on Apply As**  
**3. Choose ACPE**



# Applying for new application - Applying Process

6 main steps to complete the application process.







# Applying for new application - 1/6 Application Form

1. Application Form 2. Qualifications 3. Working Experience 4. Experience Testimony 5. Checklist 6. Payment

---

**Discipline for Registration**

Discipline

CIVIL

Only disciplines practised as a Professional Engineer or Professional Engineer with Practising Certificate may be selected.

---

**Personal Details**

This section may only be updated by updating your user profile. [Click here to update your user profile.](#)

User:

Ir. DEMO

Select your discipline and complete your personal profile



# Applying for new application - 2/6 Qualifications

Fill in or update your academic qualifications.

Important: Ensure graduation date is fill-in / update.

Registration

1. Application Form 2. Qualifications 3. Working Experience Payment

ACADEMIC QUALIFICATIONS

Set date of graduation.

University	Level	Graduation Date	Discipline of Engineering
No qualifications recorded.			

Add Qualification



# Applying for new application - 3/6 Working Experience

## WORKING EXPERIENCE

Please fill in your working experience in Engineering and Engineering Technology fields below.

Please list all working experiences for every position separately. Eg: If you have worked in Company XYZ as Junior Engineer and then promoted to Senior Engineer, please list down below.

No.	Date	Company / Organization	Employment	Position	Work Experience
1	14 Oct 1996 (Current)	XXX ENGINEERING	EMPLOYED PUBLIC SECTOR	MECHANICAL ENGINEER	1. Leading a team of researchers at XXX Sdn Bhd in performing R&D Projects 2. R&D Projects successfully completed includes: (a) High Voltage Direct Current (HVDC) Control and Real Time Dynamic Performance Tests on the Malaysia-Thailand 300MW HVDC Project (b) Assessment of Low Voltage (LV) Losses in the Sabah Electricity Sdn Bhd (SESB) Distribution Network (c) Improving the Performance of Electronic Ballasts for Street Lighting

Add E

Your working experience: 24 years (Number of months: 292)

Save and Continue

- Please fill in your working experience as detail as possible
- Assessor will assess all your working experience:
  - At least 7 years of practical and diversified experience from graduation.
  - At least 2 years of significant engineering work



# Applying for new application - 4/6 Experience Testimony

All working experience must be testified by PE/PEPC.

- Select PE/PEPC who can testify the working experience.
- An email will be sent to the selected PE/PEPC.
- A PE/PEPC who decline to testify must provide reason for declining.
- Applicant has to select another PE/PEPC.



1. Application Form



2. Qualifications



3. Working Experience



4. Experience Testimony



5. Checklist

## EXPERIENCE TESTIMONY

All working experiences must be testified by the PE/PEPC before you can continue with your application.

Professional Engineer / Professional Engineer with Practising Certificate

Select a Registered Person

Professional Engineer will be notified by e-mail to testify this working experience.

Engineer Testimony Status

Pending

Testified On

dd/mm/yyyy



# Applying for new application - 5/6 Declaration & Checklist



1. Application Form



2. Qualifications



3. Working Experience



4. Experience  
Testimony



5. Checklist



6. Payment

## CHECKLIST

I hereby declare that:

I have had **24** years of practical experience in engineering and have complied with Article 3 of ASEAN Mutual Recognition Arrangement (MRA) on engineering services.

I am a Professional Engineer \*

I meet all the requirement as stated in Article 3 of the ASEAN Mutual Recognition Arrangement (MRA) \*

No disciplinary action have been taken against me \*

I am not a bankrupt \*

Please declare by  
ticking all the  
checklist.



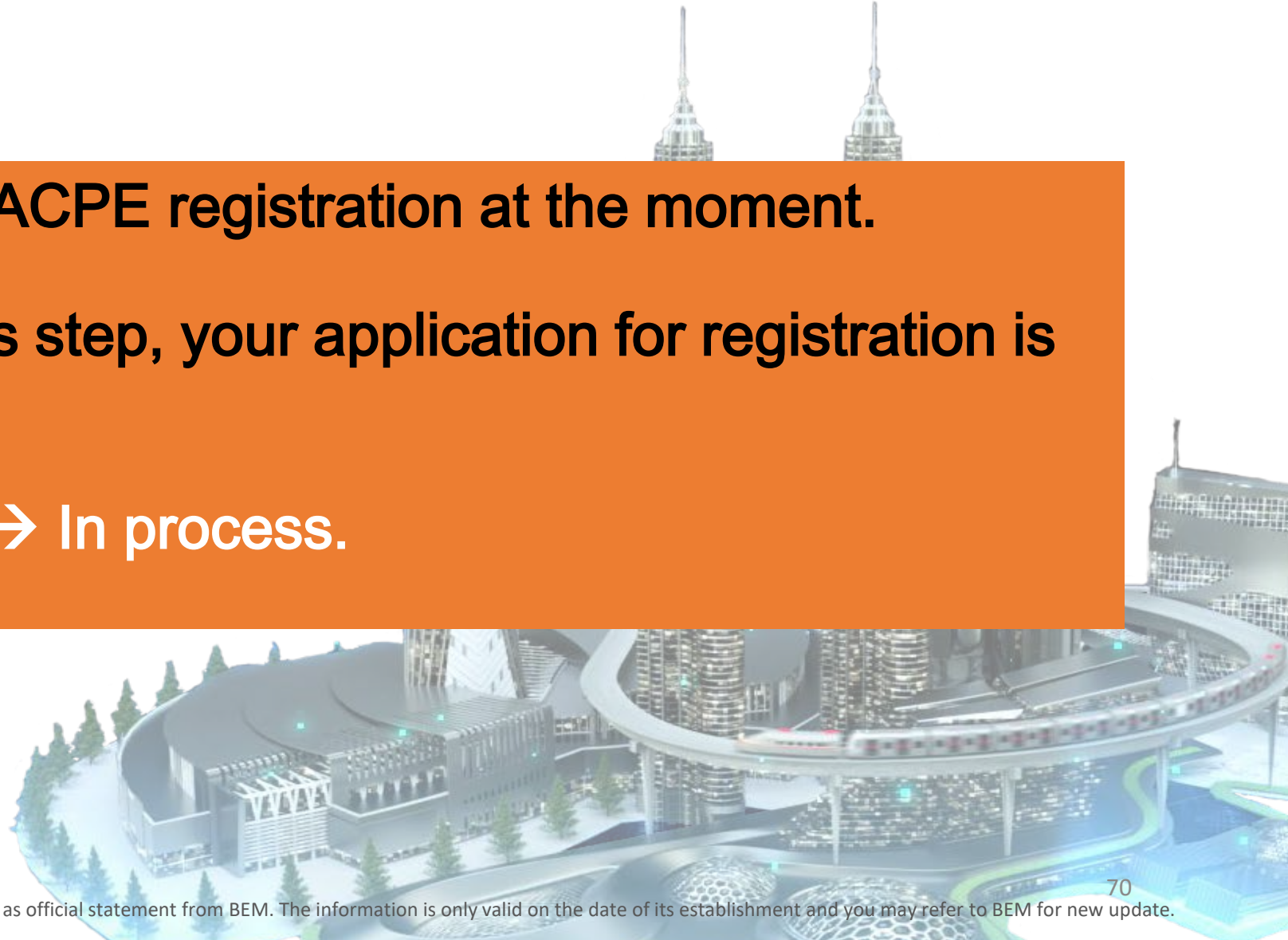


# Applying for new application - 6/6 Payment

**There is no fee for ACPE registration at the moment.**

**Once you reach this step, your application for registration is completed.**

**Application Status → In process.**





# Applying for new application - Approval

Once approved at ACPECC level, ACPE certificate will be issued.



Once approved at ACPECC level, ACPE Certificate & Approval Letter will be issued.



LEMBAGA JURUTERA MALAYSIA  
BOARD OF ENGINEERS MALAYSIA  
TINGKAT 17, IBU PEJABAT JKR  
KOMPLEKS KERJA RAYA MALAYSIA  
JALAN SULTAN SALAHUDDIN  
50580 KUALA LUMPUR  
MALAYSIA



Certified to ISO 9001:2000  
Cert. No.: AR 2227

ANG DIPERTUA:  
Dato' Sri Ir. Dr. Roslan bin Md Taha

PENDAFTAR:  
Ir. Hizamul-din bin Ab. Rahman

SETIAUSAHA:  
Mejor (B) Ir. Suhazaid bin Hj Sulaiman

Our Ref.: BEM/GOV/04-19

Date : 30 November 2018

Ir. Dr. Megat Zuhairy Megat Tajuddin  
Unit Perunding ICT  
Cawangan Kejuruteraan Elektrik  
Ibu Pejabat JKR Malaysia  
Jalan Sultan Salahuddin  
50480 Kuala Lumpur

Dear Sir/Miss/Madam,

**REGISTRATION AS ASEAN CHARTERED PROFESSIONAL ENGINEER**

With reference to the above, we are pleased to inform that the **ASEAN Chartered Professional Engineer Coordinating Committee (ACPECC)** at its 37<sup>th</sup> Meeting held on 23<sup>rd</sup> May 2018 in Singapore has approved your application to be registered as ASEAN Chartered Professional Engineer (ACPE) as empowered by Article 3.2 of the Mutual Recognition Arrangement (MRA) on Engineering Services in **Electrical Engineering**.

- Your registration number is **ACPE-03014/MY**.
- Your attention is drawn to **Article 3 of the MRA on Engineering Services** as enclosed in **Attachment A**.

Yours faithfully,

(Ir. HIZAMUL-DIN AB RAHMAN)  
Registrar  
MALAYSIA MONITORING COMMITTEE

Certificate No. : **ACPE-03014/MY**

Date of Issue : 23 May 2018



Certificate of Registration as an

**ASEAN CHARTERED PROFESSIONAL ENGINEER**

This is to certify that

**Ir. Dr. MEGAT ZUHAIRY MEGAT TAJUDDIN**

Registration No. : **13183**

Field of Expertise/ Discipline : **Electrical**

having satisfied the requirements of the  
ASEAN Mutual Recognition Arrangement on Engineering Services  
is registered as an  
**ASEAN Chartered Professional Engineer**



Er. Ho Siong Hin

Chairman  
ASEAN Chartered Professional Engineer  
Coordinating Committee

Dato' Sri Ir. Dr. Roslan bin Md. Taha

Chairman  
Malaysia Monitoring Committee



# THANK YOU



*Committed To Engineering Excellence*

**BOARD OF ENGINEERS MALAYSIA**

Tingkat 11 & 17, Blok F Ibu Pejabat JKR  
Jalan Sultan Salahuddin, 50580 Kuala Lumpur

<http://www.bem.org.my>

[enquiry@bem.org.my](mailto:enquiry@bem.org.my) or [complaint@bem.org.my](mailto:complaint@bem.org.my).

Tel: 03-26912090; 03-26107095/96 Fax: 03-26925017