



لمباك قنيلاي داز ايجين هرتا تانه نكارا بروني دارالسلام

BRUNEI DARUSSALAM BOARD OF VALUERS AND ESTATE AGENTS

VALUERS AND ESTATE AGENTS ORDER, 2009 VALUERS AND ESTATE AGENTS (AMENDMENT) ORDER, 2016

APPLICATION FOR REGISTRATION ESTATE AGENT

(To be completed by the Applicant in BLOCK LETTERS)

Applicant's Current
Passport Size photo

Year Applied For: _____

* NEW / RENEWAL (* Please delete where not applicable), if renewal please state Estate Agent Registration Number:

_____ (Please attach copy of educational and professional certificates for new applicant and any additional professional certificate obtained after first registration).

PART I (PERSONAL PARTICULARS)

1. Full Name: _____

2. Date of Birth: _____ 3. Gender: Male Female

4. Place of Birth: _____ 5. Nationality: _____

6. Brunei Identification Card No: _____ Yellow Red

7. Home Address: _____

8. Postal Address: _____

9. Business Address: _____

10. Telephone No: _____ (O) _____ (H)

11. Facsimile No: _____ 12. Handphone No: _____

13. Email Address: _____

PART II (QUALIFICATIONS)

1. National Diploma or Diploma or Higher National Certificate or Equivalent

Name of Institution: _____

Title: _____ Year Obtained: _____

2. Higher National Diploma or Equivalent

Name of Institution: _____

Title: _____ Year Obtained: _____

3. Bachelor's Degree or Equivalent

Name of University: _____

Title: _____ Year Obtained: _____

4. Post-Graduate or Master's Degree or Equivalent

Name of University: _____

Title: _____ Year Obtained: _____

PART III (PROFESSIONAL QUALIFICATIONS)

No.	Name of Professional Institution	Membership No.	Designation	Date Obtained	Validity Date

PART IV (CONTINUOUS PROFESSIONAL EDUCATION)

Total Number of Continuous Professional Education Points / Hours Carried out: _____

Note: Please attached list of CPE Points / Hours achieved with dates, duration, place, type of course / activities with details of training institutions together with documentation as evidence of your CPE Points / Hours achieved.

PART V (EMPLOYMENT PARTICULARS)

Dates for each Employment <i>e.g. July 2001 to May 2002</i>	Name & Address of Employer	Position	Brief Description of Duties

PART VI (DECLARATION TO BE SIGNED BY THE APPLICANT)

1. I hereby declare that I have not been convicted of a criminal offence in a court of Law and/or knowingly been investigated in connection with a criminal offence in any country. (If have been convicted and/or investigated, please provide details).
2. I hereby declare that:
 - (i) I am not an un-discharged bankrupt and an order in bankruptcy against me is not in force.
 - (ii) I will inform the Board if an order in bankruptcy against me is in force during the current practicing certificate.
3. I hereby authorise the Board of Valuers and Estate Agents to seek verification on the information submitted in any manner as it deems fit and proper.
4. I hereby declare that if I am registered, I shall perform my duties and discharge my responsibilities in compliance with The Valuers and Estate Agents Order, 2009 and The Valuers and Estate Agents (Amendment) Order, 2016 and all notifications/circulars as issued by the Board of Valuers and Estate Agents.
5. I shall be personally in charge of all estate agency services rendered for which I certify, stamp and sign all relevant documents. I also hereby declare my competency in the said estate agency services.
6. I hereby submit the Summary of Professional Experience in Annex 'A' attached.
7. I submit herewith the certified true copies of my degree certificates, testimonials, official transcripts, valid registered certificate (if renewal) and other relevant documents in support of my application.
8. I hereby declare that the particulars in this application are correct and accurate.

Signature

Name: _____

Date of Application: _____

For Office Use Only

Date of Receipt of Application: _____ Date of Board Meeting scheduled: _____

Decision of Board: Approved Deferred Rejected

Reasons for Deferred / Rejected Application: _____

Date of Notification to Applicant of Board Decision: _____

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For successful Applicant:

Estate Agent Registration

Date Registered: _____

Registration No: _____

Date Letter of Authorisation Issued: _____

Date of Certificate: _____

SUMMARY OF PROFESSIONAL EXPERIENCE

ANNEX A

Name: _____ Identity Card No: _____

PROFESSIONAL EXPERIENCE <i>(In responsible charge of significant Estate Agency work refer to D)</i>									
A	B	C	D					E	
	Statement of Training & Experience		Competencies Area (in months)						
Date for each Employment e.g. July 94 to May 97	State concisely Title of Position held, Name of Employer, location and description of each work (Brief and concise statements, designating each work upon which engaged with or change of position separately. Include indication of magnitude and complexity of work in which engaged, your duties and degree of responsibility). <i>(Additional sheets may be attached).</i>	Name, Position and Address of Estate Agent under whom served & contact no.	Experience in properties viewing	Experience in property marketing	Experience in renting out buildings and lands for clients	Experience in engaging solicitor to prepare essential legal documents	Experience in using technology to manage database of properties	Masters / Post Graduate Study / Research / Teaching	Signatures of any Estate Agent who has personal knowledge of Applicant's training or experience in the period mentioned.
		Total Month							