

Registrar
Professional Engineers Board
52 Jurong Gateway Road #07-03
Singapore 608550

Application For Licence To Provide Professional Engineering Services

Name of Company: _____

I, _____ (Name of Supervising Director/Partner) hereby submit the following documents in compliance with all requirements under the PE Act and Rules:

- 1) Application form (*using latest version of prescribed form from PEB website*)
- 2) All certified true copies of documents submitted have been certified on every page by the supervising director/partner with name and designation stated therein
- For Corporation (Limited and Unlimited)
 - Certified true copy of Memorandum of Association (MOA) / Constitution which provides that a primary objective of the corporation is to supply professional engineering services OR a certified true copy of cover note signed by supervising director stating change/no change to the MOA / Constitution submitted to PEB previously. If there are changes, a certified true copy of amended MOA / Constitution is to be submitted
 - Certified true copy of Articles of Association (AOA) / Constitution stating that more than 50% of the directors are registered professional engineers or allied professionals with valid PC OR a certified true copy of cover note signed by supervising director stating change/no change to the AOA / Constitution submitted to PEB previously. If there are changes, a certified true copy of amended AOA / Constitution is to be submitted
 - Certified true copy of a full set of Professional Liability Insurance Policy insuring the corporation in accordance to Section 24 of the PE Act. If policy is not submitted, the following is to be provided subject to submission of policy at a later date (*for Limited Corporation*):
 - (i) Certified true copy of policy schedule from insurer listing summary of policy details
 - (ii) Certified true copy of written confirmation from insurer stating that corporation is insured in accordance to Section 24 of the PE Act
 - Certified true copy of the Business Profile lodged with Accounting & Corporate Regulatory Authority (ACRA) and dated within 2 months before submission of application
 - Certified true copy of BizFile documents showing e-filing of Annual Return lodged with ACRA
 - Certified true copy of the resolution passed by the board of directors on the appointment of a supervising director who is a registered PE with a valid PC, to be responsible for the control and management of professional engineering work in Singapore and authorised to make all final engineering decisions with respect to the requirements of the PE Act, rules or any other law relating to the supply of professional engineering services
 - Certified true copy of the Certificate of Incorporation (for first-time application only)

• For Licensed Partnership (multi-discipline)

Certified true copy of the agreement establishing the partnership signed by all partners **OR** a certified true copy of cover note signed by supervising partner stating change/no change to the partnership agreement submitted to PEB previously. If there are changes, a certified true copy of the agreement is to be submitted

Certified true copy of the resolution passed by all partners on the appointment of the supervising partner who is a registered PE with a valid PC, to be responsible for the control and management of the professional engineering work in Singapore

• For Limited Liability Partnership

Certified true copy of statement lodged by the partners of the limited liability partnership with the Registrar of Limited Liability Partnerships (ACRA BizProfile), which provides that the primary nature of the business of the limited liability partnership is to supply professional engineering services

Certified true copy of a full set of Professional Liability Insurance Policy insuring the limited liability partnership in accordance to Section 24 of the PE Act. If policy is not submitted, the following is to be provided subject to submission of policy at a later date:

(i) Certified true copy of policy schedule from insurer listing summary of policy details

(ii) Certified true copy of written confirmation from insurer stating that the limited liability partnership is insured in accordance to Section 24 of the PE Act

Certified true copy of the resolution passed by the partners of the limited liability partnership on the appointment of a supervising partner who is a registered PE with a valid PC, to be responsible for the control and management of professional engineering work in Singapore and authorised to make all final engineering decisions with respect to the requirements of the PE Act, rules or any other law relating to the supply of professional engineering services

Certified true copy of the Certificate of Registration of limited liability partnership (for first time application)

5) Copy of e-receipt for application fee of S\$500

6) Copy of email from PEB on acknowledgement of application

Submitted by:

Name of Supervising Director / Partner

Signature

Date

Email Address

Contact No.