



لمباك قنيلاي داز ايجين هرتا تانه نكارا بروني دارالسلام

BRUNEI DARUSSALAM BOARD OF VALUERS AND ESTATE AGENTS

GUIDELINE NO. 3

VALUERS AND ESTATE AGENTS ORDER, 2009

GUIDELINES

FOR

REGISTRATION

**UNDER LICENSING REGULATIONS FOR
VALUERS AND ESTATE AGENTS**

(Section 13, 14, 15 and 16 of Valuers and Estate Agents Order, 2009)

REGISTRATION COMMITTEE

19TH MAY 2022



لمباك قنيلاي داز ايجين هرتا تانه نكارا بروني دارالسلام

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PREAMBLE

With reference to Valuers and Estate Agents, 2009,

Persons eligible for registration as valuer.

Section 13 which states that:

13. *“Subject to this Order, the following persons are eligible to be registered as a valuer –*

(a) any person who has passed the examinations set by the Board after completing a period of practical training as a valuer of not less than 3 years;

(b) any person who has passed any professional examination in Brunei Darussalam or overseas recognized by the Board as qualifying for exemption and completed a period of practical training as a valuer of not less than 3 years;

(c) any person who has obtained any qualification in Brunei Darussalam or overseas recognized by the Board as qualifying for exemption and who has completed a period of practical training as a valuer of not less than 3 years;

(d) any person who has passed the examination set by the Board and who has been practicing as a valuer for at least 3 years prior to the commencement of this Order is entitled for registration provided the Board is satisfied that his valuation practice had been his principal work.”

Registered valuer.

Section 14 which states that:

14. (1) *A registered valuer who has paid the prescribed annual registration fee shall be entitled to undertake the following professional work -*



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- (a) *the valuation of all land and buildings, including furniture, fixtures, trade stocks, plant or machinery and other effects;*
- (b) *the valuation of all land and buildings required for feasibility studies, court proceedings, arbitration or other purposes; and*
- (c) *property management and the making and checking of inventories of furniture, fixtures, trade stocks, plant or machinery and other effects.*

(2) *No person shall carry on business or take up employment as a valuer under any name, style or title which confers the meaning that he is a valuer, and no person shall undertake for a fee any work of a valuer unless he is a registered valuer.*

Persons eligible for registration as estate agent

Section 15 which states that:

15. *"Subject to this Order, the following persons are eligible to be registered as an estate agent—*
- (a) *any person who has passed the examinations set by the Board after completing a period of practical training as an estate agent of not less than 3 years;*
 - (b) *any person who has obtained any qualification in Brunei Darussalam or overseas recognized by the Board as qualifying for exemption and who has completed a period of practical training as an estate agent of not less than 3 years;*
 - (c) *any person who has passed the examinations set by the Board and who has been practicing as an estate agent for at least 3 years prior to the commencement of this Order is entitled for registration, provided the Board is satisfied that his estate agency had been his principal work."*



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Registered estate agent.

Section 16 which states that:

16. (1) *A registered estate agent who has paid the prescribed annual registration fee shall be entitled to undertake estate agency practice, including negotiations for sales, purchases, lettings and leasing by agreement, tender or auction.*

(2) *No person shall, unless he is a registered estate agent, carry on business as an estate agent or describe himself in any manner which could be construed to imply that he is a registered estate agent.*



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1.0 INTRODUCTION

Board of Valuers and Estate Agents (BoVEA), Brunei Darussalam administer the Valuers and Estate Agents Order, 2009 and set out rules for registered valuers and registered estate agents. BoVEA has also set out the general qualifications and requirements for registration and is responsible for evaluation of applications for admission to the register of valuers and estate agents.

Prior to its launching in 2019, BoVEA is desirous to work with other relevant government agencies and regulatory bodies to reduce rate of unemployment amongst locals and young graduates in Brunei Darussalam. Part of BoVEA's initiatives is to support Ministry of Development's vision: "quality living, sustainable development and prosperous nation" whereby part of BoVEA's succession planning, localization is at its highest priority.

BoVEA believes that locals with relevant qualifications and good local knowledge, serving as professional valuers and estate agents registered under BoVEA in safeguarding the people and their properties.

BoVEA is determined to make real estate activities prosper and more attractive for the next generation to become successors of the future. BoVEA continuously encourage locals consisting of university graduates, institutions of higher learning and Brunei Technical Education Institutions who have qualifications in the field of valuation, estate agency and property management to be the next generation and lead the real estate industry in Brunei Darussalam. BoVEA also welcome locals who has completed secondary education and who has interest and have received supervised practical training with good ethics to become sales person or estate agents serving the real estate industry.



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2.0 WORKFLOW



3.0 WHO CAN APPLY TO BE REGISTERED AS VALUER AND ESTATE AGENT UNDER BoVEA

Application is opened to **Citizen** and **Permanent Residents of Brunei Darussalam** who has obtained relevant qualification and completed practical training as a Valuer or as an Estate Agent recognized by BoVEA.

However, a professional valuer from overseas may apply for registration as a specialist valuer only when there is a valid project awarded to a local registered valuer with a practicing certificate under BoVEA.

3.1 General qualifications and requirement for registration as a Valuer:

- i. Hold a recognized degree in valuation or estate management or a relevant course obtained from universities in Brunei Darussalam or overseas recognized by Brunei Darussalam National Accreditation Centre, Ministry of Education,



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- ii. Practical training as a valuer of not less than 3 years, and
- iii. Member of any relevant professional institution in Brunei Darussalam recognized by the Board such as Brunei Institution of Geomatics (BIG) and Pertubuhan Ukur, Jurutera dan Arkitek (PUJA), or
- iv. Member of the Royal Institution of Chartered Surveyors (RICS) or the Singapore Institute of Surveyors and Valuers (SISV) or the Royal Institution of Surveyors Malaysia (RISM), or the Australian Valuers Institute (AVI) or any similar professional body recognized by BoVEA, or
- v. Passed examination set by BoVEA after completing a period of practical training as a valuer of not less 3 years, or
- vi. Passed examination set by BoVEA and has been practicing as a Valuer for at least 3 years and his valuation practice had been his principal work.
- vii. The applicant must not engage himself with other conflicting business activities to his principal or main work in built environment such as developer, builder, building contractor, supplier of building materials and any professional dealing with conflicting financial services.

The applicant once registered as a Valuer must not act as a registered Estate Agent at the same time for the property that he has valued for the client who intends to buy or sell the property.

3.2 General qualifications and requirement for registration as an Estate Agent:

- i. Hold any higher relevant qualification in Brunei Darussalam or overseas recognized by Brunei Darussalam National Accreditation Centre, Ministry of Education is an advantage, or
- ii. Hold any relevant qualification from Brunei Darussalam Technical and Vocational Education Council (BDTVEC) in National Diploma in Estate Management or National Diploma in Property Management or Diploma in Planning and Development or Higher National Technical Education



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Certificate (HNTec) in Real Estate Management and Agency or equivalent and the estate agency had been his principal (main) work for at least 3 years,

and

- iii. Supervised practical training as an estate agent of not less than 3 years,
and
- iv. Passed examination set by BoVEA after completing a period of supervised practical training as an estate agent of not less 3 years, or
- v. Passed examination set by BoVEA and has been practicing as an estate agent for at least 3 years and his estate agency practice had been his principal (main) work, or
- vi. An applicant aged 60 years old and above who has passed interview set by BoVEA and his estate agency practice had been his principal (main) work for at least 30 years.
- vii. The applicant must not engage himself with other conflicting business activities to his principal or main work in built environment such as developer, builder, building contractor, supplier of building materials and any professional dealing with conflicting financial services.

The applicant once registered as an Estate Agent must not accept any instructions as a registered Valuer for the same property that he has to buy or sell for the client.

3.3 General qualifications and requirement for registration as a specialist Valuer:

- i. Letter of project awarded to a local registered valuer with practicing certificate,



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- ii. Appointment Letter of collaboration to applicant by local registered valuer,
- iii. Business Name Act Certificate,
- iv. Valid registration as a Valuer from country of origin,
- v. Valid Professional Institutional Membership.
Any other supporting documents as the Board may require.

4.0 HOW TO APPLY

4.1 Application Form

If you satisfy the Board and the registration requirements as set out above, you may download the application for registration forms and forms of submission checklist from BoVEA website at www.bovea.gov.bn

It is vital for you to complete the application forms accurately and submit to BoVEA Secretariat office with all required supporting documents and a non-refundable processing fee of \$50.00. Payment shall be made to Payment Counter, Finance Unit, Division of Corporate Management, Ground Floor, Ministry of Development.

4.2 Supporting documents

- i. For new application, supporting documents as listed in Appendix No. 11.1, 11.2 and 11.3 where several documents must be certified as true copy by the Registrar of Subordinate Court (Commissioner of Oaths) Court Registrar.
- ii. For renewal application, payment receipt of processing fee and duly completed application form, copy of a valid membership card or payment receipt for renewal membership;

and



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- iii. Total number of [Continuous Professional Education \(CPE\) Points](#) or hours obtained must be supported by proper documentation for evidence of activities with details of training institution, certificate of participation or attendance. The required amount of CPE points or hours is defined in BoVEA Guideline GD: 01/2019.

5.0 REQUIREMENTS FOR REGISTRATION AS A VALUER OR AS AN ESTATE AGENT

The requirements for registration as a valuer or as an estate agent in Brunei Darussalam are:

- 5.1 An approved academic qualification.
- 5.2 An appropriate practical experience of minimum 3 years under the supervision of any registered professionals or registered persons with practicing certificate under the Board of Valuers and Estate Agents Brunei Darussalam.
- 5.3 The Board reserves the right to impose any conditional approval for registration as it thinks may fit or reject any applications for registration.

In addition to the above, the Board must be satisfied that an applicant for registration is a fit and proper person.

6.0 REQUIREMENTS FOR REGISTRATION AS A VALUER OR AS AN ESTATE AGENT WITH PRACTISING CERTIFICATE

The requirements for practicing valuer or practicing estate agent are:

- 6.1 A valid BoVEA Registration Certificate
- 6.2 A valid Professional Indemnity Insurance
- 6.3 An adequate and significant Continuous Professional Education

In addition to the above, the Board must be satisfied that an applicant for registration with practicing certificate must be a proper person, fit and free from any encumbrances.



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7.0 REQUIREMENT FOR LICENSE TO SUPPLY SERVICES AND NAME OF PRACTICES

The requirements for license to supply services and name of practices in Brunei Darussalam are;

- 7.1 A registered professional or registered person may submit application for a practicing certificate under the Board of Valuers and Estate Agents, Brunei Darussalam.
- 7.2 The Board reserves the right to refuse or reject any applications to practice if found to be unbecoming as registered Valuers or registered Estate Agents.

8.0 PRIVILEGES OF A REGISTERED VALUER AND ESTATE AGENTS WITH PRACTISING CERTIFICATE

- 8.1 All registered Valuers and registered Estate Agents with practicing certificate are eligible to register a business name or company providing valuation and estate agency services with the Registrar of Companies and Business Names (ROCBN), Ministry of Finance and Economy.
- 8.2 The registered Valuers or registered Estate Agents with practicing certificate will be entitled to submit for their clients all lands applications to Lands Department or strata title applications to the relevant government agencies for approval.



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9.0 SCHEDULES OF FEES

VALUERS AND ESTATE AGENTS ORDER, 2009 VALUERS AND ESTATE AGENTS (AMENDMENT) ORDER, 2016		
<u>FEES FOR REGISTRATION</u>		
	<i>Valuer</i>	<i>Estate Agent</i>
1. Processing fees	B\$ 50	B\$ 50
2. Registration fee	100	100
3. For an authority to practice	100	100
4. For renewal of authority to practice	120 p.a.	120 p.a.
5. For a duplicate authority to practice	50	50
6. For a special authority to practice	500	-
7. For reinstatement or restoration	150 plus arrears	150 plus arrears
8. For inspection of Register	10	10
9. For copy of each Register	100	100
10. For a certified copy of any entry in Register	15	15



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10.0 APPENDIX

10.1 Submission checklist for application for registration as a valuer or an estate agent.

10.2 Submission checklist for application for registration as a valuer or an estate agent with practicing certificate.

10.3 Submission checklist for application for registration as a specialist valuer.



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10.1 Submission checklist for application for registration as a valuer or an estate agent

PERINTAH PENILAI DAN EJEN HARTA TANAH, 2009		
PERMOHONAN UNTUK PENDAFTARAN SEBAGAI PENILAI /EJEN HARTA TANAH		
NAMA: _____		
SENARAI SEMAK PERMOHONAN		
Dokumen untuk disertakan :		
PERMOHONAN BAHARU :		
Bil.	Keterangan	Tandakan (/)
1	Borang Permohonan yang lengkap diisi (termasuk Lampiran A) dan gambar ukuran pasport pemohon yang terkini	
2	Salinan Kad Pengenalan dan Pasport bagi pemohon yang memiliki Kad Pengenalan Ungu	
3	Salinan benar yang diperakui: Semua Sijil Pendidikan Tertinggi dan transkrip	
4	Salinan benar yang diperakui: Sijil Keahlian Profesional	
5A	Salinan Resit Pembayaran Keahlian Profesional / Institusi ATAU	
5B	Salinan Kad Keahlian Profesional yang diiktiraf dan sah	
6	Salinan Resit Pembayaran untuk Yuran Pemrosesan	
PEMBAHARUAN:		
Bil.	Keterangan	Tandakan (/)
1	Borang Permohonan yang lengkap diisi	
2	Salinan Kad Pengenalan dan Pasport bagi pemohon yang memiliki Kad Pengenalan Ungu	
3A	Salinan Resit Pembayaran Keahlian Profesional / Institusi ATAU	
3B	Salinan Kad Keahlian Profesional yang diiktiraf dan sah	
4	Salinan Resit Pembayaran untuk Yuran Pemrosesan	
Untuk Kegunaan Pejabat Sahaja		
Diterima oleh :	Tarikh :	
Disemak oleh (1) :	Tarikh :	
Disemak oleh (2) : JAWATANKUASA PENDAFTARAN	Tarikh :	

PERINTAH PENILAI DAN EJEN HARTA TANAH, 2009		
PERMOHONAN UNTUK PENDAFTARAN SEBAGAI PENILAI /EJEN HARTA TANAH		
NAMA: _____		
SENARAI SEMAK PERMOHONAN		
Dokumen untuk disertakan :		
PERMOHONAN BAHARU :		
Bil.	Keterangan	Tandakan (/)
1	Borang Permohonan yang lengkap diisi (termasuk Lampiran A) dan gambar ukuran pasport pemohon yang terkini	
2	Salinan Kad Pengenalan dan Pasport bagi pemohon yang memiliki Kad Pengenalan Ungu	
3	Salinan benar yang diperakui: Semua Sijil Pendidikan Tertinggi dan transkrip	
4	Salinan benar yang diperakui: Sijil Keahlian Profesional	
5A	Salinan Resit Pembayaran Keahlian Profesional / Institusi ATAU	
5B	Salinan Kad Keahlian Profesional yang diiktiraf dan sah	
6	Salinan Resit Pembayaran untuk Yuran Pemrosesan	
PEMBAHARUAN:		
Bil.	Keterangan	Tandakan (/)
1	Borang Permohonan yang lengkap diisi	
2	Salinan Kad Pengenalan dan Pasport bagi pemohon yang memiliki Kad Pengenalan Ungu	
3A	Salinan Resit Pembayaran Keahlian Profesional / Institusi ATAU	
3B	Salinan Kad Keahlian Profesional yang diiktiraf dan sah	
4	Salinan Resit Pembayaran untuk Yuran Pemrosesan	
Untuk Kegunaan Pejabat Sahaja		
Diterima oleh :	Tarikh :	
Disemak oleh (1) :	Tarikh :	
Disemak oleh (2) : JAWATANKUASA PENDAFTARAN	Tarikh :	



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10.2 Submission checklist for application for registration as a valuer or an estate agent with practicing certificate

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PERINTAH PENILAI DAN EJEN HARTA TANAH, 2009 PERMOHONAN PENDAFTARAN SEBAGAI PENILAI / EJEN HARTA TANAH DENGAN SIJIL AMALAN		
NAMA : _____		
SENARAI SEMAK PERMOHONAN		
Dokumen untuk disertakan :		
PERMOHONAN BAHARU :		
Bil.	Keterangan	Tandakan (/)
1	Borang Permohonan yang lengkap diisi (termasuk Lampiran A) dan gambar ukuran passport pemohon yang terkini	
2	Salinan Sijil Pendaftaran di bawah BoVEA yang sah	
3	Salinan Sijil Penuhuan Syarikat dan Sijil Pendaftaran Perniagaan Penggal 16/17 atau Form X	
4	Salinan Professional Indemnity Insurance yang sah dan diperakui oleh Syarikat Insuran	
5A	Salinan Resit Pembayaran Keahlian Profesional / Institusi ATAU	
5B	Salinan Kad Keahlian Profesional yang diiktiraf dan sah	
6	Salinan Resit Pembayaran untuk Yuran Pemrosesan	
Nota: Semua salinan dokumen dokongan hendaklah diperakui oleh Pendaftar Mahkamah Rendah (Pesuruhjaya Sumpah).		
MEMBAHARUI :		
Bil.	Keterangan	Tandakan (/)
1	Borang Permohonan yang lengkap diisi	
2	Salinan Sijil Pendaftaran di bawah BoVEA	
3	Salinan Professional Indemnity Insurance yang sah dan diperakui oleh Syarikat Insuran	
4A	Salinan Resit Pembayaran Keahlian Profesional / Institusi ATAU	
4B	Salinan Kad Keahlian Profesional yang diiktiraf dan sah	
5	Borang Pendidikan Profesional Berterusan (CPE) dan dokumen dokongan (Tahun sebelum permohonan)	
6	Salinan Resit Pembayaran untuk Yuran Pemrosesan	
Nota: Bagi permohonan membaharui, salinan Kad Keahlian Profesional hendaklah disahkan/diperakui oleh Pendaftar BoVEA.		
Untuk Kegunaan Pejabat Sahaja		
Diterima oleh :		Tarikh :
Disemak oleh (1) :		Tarikh :
Disemak oleh (2) : JAWATANKUASA PENDAFTARAN		Tarikh :
BMD/BOVEA/01/2021 TARIKH KEMASUKAN: 02/10/2021		

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VALUERS AND ESTATE AGENTS ORDER, 2009 APPLICATION FOR REGISTRATION AS A VALUER / ESTATE AGENT WITH PRACTISING CERTIFICATE		
NAMA : _____		
SUBMISSION CHECK LIST		
Documents to be submitted :		
NEW APPLICATION :		
Bil.	Description	Tick
1	Application Form (including Annex A) duly completed with recent passport sized photo	
2	Copy of a valid Registration Certificate by BoVEA	
3	Copy of Company Establishment Certificate, Business Registration Certificate Sec 16/17 or Form X	
4	Duplicate of valid Professional Indemnity Insurance and certified by Insurance company	
5A	Copy of Payment Receipts of Professional / Institutions Membership OR	
5B	Certified True Copy of Professional Membership Card	
6	Copy of Payment Receipt for Processing fees	
Note: All supporting documents must be certified by the Registrar Subordinate Court (Commissioner of Oaths).		
RENEWAL :		
Bil.	Description	Tick
1	Application Form duly completed	
2	Copy of Registration Certificate by BoVEA	
3	Duplicate of valid Professional Indemnity Insurance certified by Insurance company	
4A	Copy of Payment Receipts of Professional / Institution Membership OR	
4B	Certified True Copy of Professional Membership Card	
5	Continuous Professional Education (CPE) Form with supporting documents (Preceding year of application)	
6	Copy of Payment Receipt for Processing fees	
Note: For renewal application, the copy of Professional Membership Card must be certified by Registrar of BoVEA.		
For Office Use Only		
Received by :		Date :
Checked by :		Date :
Checked by : REGISTRATION COMMITTEE		Date :



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BRUNEI DARUSSALAM BOARD OF VALUERS AND ESTATE AGENTS

10.3 Submission checklist for application for registration as a specialist valuer

 <p>لمباك فنيلاي داز ايجين هرتا تانه نكارا بروني دارالسلام BRUNEI DARUSSALAM BOARD OF VALUERS AND ESTATE AGENTS</p> <p style="text-align: center;">PERINTAH PENILAI DAN EJEN HARTA TANAH, 2009 PERMOHONAN PENDAFTARAN SEBAGAI PENILAI PAKAR</p> <p>NAMA: _____</p> <p style="text-align: center; background-color: #4a86e8; color: white; padding: 5px;">SENARAI SEMAK PERMOHONAN</p> <p>Dokumen untuk disertakan:</p> <table border="1" style="width: 100%;"> <thead> <tr> <th colspan="3">PERMOHONAN BAHARU :</th> </tr> <tr> <th>Bil.</th> <th>Keterangan</th> <th>Tandakan (/)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Borang Permohonan yang lengkap diisi dan gambar ukuran pasport pemohon yang terkini</td> <td></td> </tr> <tr> <td>2</td> <td>Salinan Kad Pengenalan dan Pasport</td> <td></td> </tr> <tr> <td>3</td> <td>Surat Penganugerahan Projek kepada Syarikat menawarkan penempatan</td> <td></td> </tr> <tr> <td>4</td> <td>Surat Lantikan</td> <td></td> </tr> <tr> <td>5</td> <td>Salinan Sijil Pendaftaran Nama Perniagaan - Seksyen 16 & 17</td> <td></td> </tr> <tr> <td>6</td> <td>Salinan Pendaftaran yang disahkan sebagai Penilai berdaftar dari negara asal</td> <td></td> </tr> <tr> <td>7</td> <td>Salinan Sijil Keahlian Profesional yang disahkan</td> <td></td> </tr> <tr> <td>8A</td> <td>Salinan Resit Pembayaran Keahlian Profesional/Institusi ATAU</td> <td></td> </tr> <tr> <td>8B</td> <td>Salinan Kad Keahlian Profesional yang diiktiraf sah</td> <td></td> </tr> <tr> <td>9</td> <td>Salinan Resit Pembayaran untuk Yuran Pemrosesan</td> <td></td> </tr> </tbody> </table> <p><small>Nota: Semua salinan dokumen dokongan hendaklah diperakui oleh Pendaftar Mahkamah Rendah (Pesuruhjaya Sumpah) dan salinan Kad Keahlian Profesional hendaklah disahkan/diperakui oleh Pendaftar BoVEA.</small></p> <table border="1" style="width: 100%;"> <thead> <tr> <th colspan="2">Untuk Kegunaan Pejabat Sahaja</th> </tr> </thead> <tbody> <tr> <td>Diterima oleh :</td> <td>Tarikh :</td> </tr> <tr> <td>Disemak oleh (1) :</td> <td>Tarikh :</td> </tr> <tr> <td>Disemak oleh (2) : JAWATANKUASA PENDAFTARAN</td> <td>Tarikh :</td> </tr> </tbody> </table> <p style="font-size: small;">BMU/NOVA_01/2022 TAMBAH REMARK: 02/10/2021</p>	PERMOHONAN BAHARU :			Bil.	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BRUNEI DARUSSALAM BOARD OF VALUERS AND ESTATE AGENTS

If you require further information, please contact

BoVEA SECRETARIAT OFFICE

BOARD OF VALUERS AND ESTATE AGENTS (BoVEA)

BOARD MANAGEMENT DIVISION (BMD)

GROUND FLOOR, EAST WING,

MINISTRY OF DEVELOPMENT BUILDING

JALAN PEMBANGUNAN, BB3510

BRUNEI DARUSSALAM.

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