



# 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 AS AN ESTATE AGENT WITH PRACTICING CERTIFICATE

(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)**

1. Name of Practice Firm:

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2. Firm's Address:

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3. Position in Firm: \_\_\_\_\_

4. State Start Date with Firm: \_\_\_\_\_

5. Type of Firm: \* Sole Proprietorship / Partnership / Body Corporate (\* Delete where not applicable)

6. Particulars of Work Experience:

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

Particulars of Work Experience (Continuation of Page 4):

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

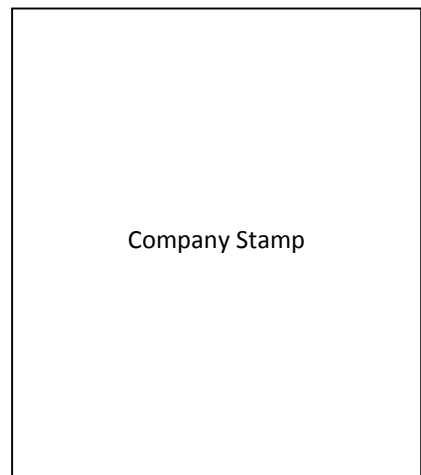
**PART VI (DECLARATION TO BE SIGNED BY THE APPLICANT)**

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: \_\_\_\_\_

<b>PROFESSIONAL EXPERIENCE</b> <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							