



Singapore Institute of  
Surveyors and Valuers

# Singapore Institute of Surveyors & Valuers

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## CONDITIONS OF MEMBERSHIP

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NOTE : THIS IS TO BE RETAINED BY APPLICANT FOR REFERENCE

The **Singapore Institute of Surveyors and Valuers** is referred herein as the 'Institute' and the **Council of the Institute** is referred herein as the 'Council'. The Institute comprises three (3) divisions, namely Land Surveying (LS), Quantity Surveying (QS) and Valuation and General Practice (V&GP).

## **PART I – MEMBERSHIP**

### **1.0 Objective**

The main objective of the Institute is to secure the advancement and to facilitate the acquisition of that knowledge which constitutes the profession of Land Surveying, Quantity Surveying, and Valuation and General Practice.

### **2.0 Guidelines and General Conditions of Membership**

The general conditions of membership of the Institute shall be that no person shall be admitted or elected to membership unless he is at the time of such admission:

- In private practice as a Land Surveyor, Quantity Surveyor, Valuer and General Practice Surveyor; or
- A principal, partner or director of a firm practising as a Professional Land Surveyor, Professional Quantity Surveyor, Professional Valuer and General Practice Surveyor; or
- An employee of a partnership or firm or individual practising as Professional Land Surveyor, Professional Quantity Surveyor, Professional Valuer and General Practice Surveyor; or
- In employment as a Land Surveyor, Quantity Surveyor, Valuer and General Practice Surveyor of any Government Departments, Statutory Boards or Government-link Organisations or any private firms; or
- A professionally qualified Land Surveyor, Quantity Surveyor, Valuer or General Practice Surveyor engaged as a full-time educational lecturer.

### **3.0 Admission to Membership**

3.1 Generally, admission to Membership is by examination only.

3.1.1 The Institute conducts technical and practical examinations when necessary. However, the Council may grant exemption from examinations to persons who are professionally qualified in comparable examinations conducted by public authorities or Institutions of Land Surveyors, Quantity Surveyors, Valuers and General Practice Surveyors.

3.1.2 Three attached classes of membership are provided, namely Student, Technical Member and Probationer, to enable the Institute to advise and guide candidates for membership during their study and/or training.

### **3.2 Admission as Member under “Mature-Aged Candidate”**

Applicants who meet the following criteria :

3.2.1 Possess a relevant academic qualification recognised by the Institute;

3.2.2 Be at least thirty-five (35) years of age; have at least ten (10) years of relevant experience inclusive two (2) years local experience and holds a senior position

❖ **For V&GP Division : applicant must have ten (10) years post graduate experience**

❖ **For LS Division : if less than 35 years of age, applicant must be a Registered Surveyor for at least two (2) years**

3.2.3 **Submit a Report of Professional Training/Local Experience and a Critical Analysis paper (V&GP only); and**

3.2.4 Pass the Assessment of Professional Competence (APC) interview.

### **4.0 Classes of Membership**

#### **4.1 Student**

4.1.1 Persons eligible for admission shall not be less than seventeen (17) years of age and shall be :

- (i) Undertaking full-time study at an academic institution approved by Council; or
- (ii) Undertaking part-time study at an academic institution approved by Council and engaged in a relevant employment.

4.1.2 The maximum period during which a person may remain a Student shall be limited to eight (8) years.

#### **4.2 Technical Member**

4.2.1 Person eligible for admission shall not be less than twenty-one (21) years of age

4.2.2 Diploma holders with SISV Accredited Diploma course with one (1) year recognised work experience or

4.2.3 Non SISV Accredited Diploma holders with two (2) years recognised work experience.

#### **4.3 Probationer**

4.3.1 Persons eligible for admission to Probationer membership shall have passed an examination acceptable by the Council and are receiving such practical training as may be approved by the Council.

4.3.2 Probationer members are required to undergo the Assessment of Professional Competence (APC) as described herein under *Part III – Assessment of Professional Competence*.

4.3.3 The maximum period during which a person may remain a Probationer shall be limited to four (4) years

#### **4.4 Member**

4.4.1 Persons eligible for admission shall be at least twenty-one (21) years of age and shall have acquired a total of not less than five (5) years of approved technical and practical study, including at least two (2) years of postgraduate professional practice in LS, QS or VGP (in the case of VGP, at least two (2) years of postgraduate professional practice in Singapore must be included).

4.4.2 No persons shall be eligible for election as a Member unless he has passed the examinations required for election to that class under the Rules of Examinations, or such other examination(s) accepted by the Council in lieu thereof.

- 4.4.3 Council may accept approved external qualifications and / or practical experience in lieu of the whole or parts of the prescribed examinations for Member.
- 4.4.4 Except for Mature-Aged Candidates mentioned herein under 3.2 Admission as Member for Mature-Aged Candidates, all persons are only eligible for election as a Probationer and are required to fulfil the requirements as stated herein under Part III – Assessment of Professional Competence.

**4.5 Fellow**

- 4.5.1 Persons eligible for the transfer shall be at least thirty-five (35) years of age and shall have :
  - (i) not less than five (5) years of professional experience as a principal or in a senior executive position; and
  - (ii) been a Member for a minimum period of two (2) years; and
  - (iii) either held office in the Council or any of the Divisional Committees of the Institute for a minimum period of two (2) terms to the satisfaction of the Council or in the view of the Council, be of eminence in the profession of LS, QS or VGP.
- 4.5.2 No Member shall be eligible for transfer to the class of Fellows unless he has passed the examination(s) required for election to that class under the Rules of Examination or such other examination(s) accepted by the Council in lieu thereof.
- 4.5.3 An applicant applying for the transfer to the class of Fellows is required to submit together with his/ her application an organisation chart specifying his/her positions in his/her place of work and a summary of his/her nature of work.

**5.0 Application for Membership**

- 5.1 The onus of providing documentary proof of all experience stated in the application form is on the applicants. In this regard, applicants are required to note the following :
  - All applications for admission to Student, Technical Member, Probationer, Member or Fellow shall be in the prescribed form and forwarded to the Honorary Secretary. The Council is empowered on due investigation as to the qualifications, fitness and character of the applicants, to approve or refuse their application, subject to any entrance examination prescribed in the Bye-Laws of the Institute and without assigning any reason therefore.
  - The Institute may reject any application for any class of membership which in its opinion, is inappropriate to the applicant’s qualifications, or may alter and accept the application in the appropriate class.

5.2 Procedure for admission is described herein under Part V – Admission Procedures.

**6.0 Confirmation of Membership**

- 6.1 Applicants shall be advised in writing by the Honorary Secretary on the Council’s decision.
- 6.2 Upon confirmation of membership, applicants are required to remit the appropriate Entrance Fee, Annual Subscription (pro-rated), Library Contribution and Building Fund (where applicable) as prescribed below. Fees quoted exclude the applicable 7% GST and subject to change without prior notice.

Class of Membership	Annual Subscription	Entrance Fee	Library Fund	Building Fund
Fellow	S\$300	-	-	S\$400
Member	S\$200	S\$150	S\$25	S\$200
Probationer	S\$120	S\$80	S\$25	-
Technical Member	S\$80	S\$60	S\$25	S\$50
Student	S\$10	S\$40 (waived)	S\$25 (waived)	-

- 6.3 Admission to membership shall be effective upon payment of the fees.
- 6.4 Honorary Fellows shall be exempted from payment of all fees

**7.0 Change of Address**

A member who changes place of residence and/or employment must inform the Secretariat office in writing.

**PART II – RULES OF EXAMINATION**

- 1. The examinations prescribed by Council are in accordance with Bye-Law 24 of the Institute.
- 2. The acceptance by Council of any external qualifications as exemption for all or part of the examination of the Institute shall in no way relieve candidates for membership of having at least two (2) years of approved post graduate professional experience in LS, QS or VGP (in the case of VGP, at least two (2) years of postgraduate professional experience must be obtained in Singapore).

**PART III – ASSESSMENT OF PROFESSIONAL COMPETENCE**

- 1. Applicants who join the Institute as Probationers at the time of their application are required :
  - (i) To keep a Diary and Log Book for a minimum period of twenty-four (24) months and submit for inspection at the every six monthly interval.
  - (ii) To work under the supervision of a FSISV or MSISV with no less than seven (7) years post-graduate experience; and
  - (iii) To pass an interview conducted by the Assessment Panel.
- 2. Once the applicant has been approved as a Probationer, he/she should obtain a Diary and Log Book from the Secretariat Office at **S\$10 (excluding GST)**. The cost of the Diary and Log Book is subject to change without prior notice.
- 3. Upon completion of the 24-month logging, the Probationer is required to attend an interview for the Assessment of Professional Competence (APC) at a fee to be prescribed by the Institute from time to time.

#### PART IV – RECIPROCIITY AGREEMENTS

1. Reciprocity Agreements are made with similar professional bodies in other countries. By a Reciprocity Agreement, a Corporate Member in good standing with one institute may be elected as a Member or Associate Member of the sister organisations.
  - 1.2 The Institute established membership reciprocity agreements with :
    - 1.2.1 **Australian Institute of Quantity Surveyors (AIQS)**  
*Extracted from the Reciprocity Agreement between AIQS and SISV dated 23 June 1998.*  
 A corporate member (Associate or Fellow) of the AIQS in good standing, may be elected as a Member of the SISV QS Division only.
    - 1.2.2 **Australian Property Institute (API) (formerly known as Australian Institute of Valuers and Land Economists)**  
*Extracted from the Reciprocity Agreement between API and SISV dated 24 April 1998.*  
 A corporate member (Associate or Fellow) of the API in good standing, may be elected as a Member of the SISV in the VGP Division only.
    - 1.2.3 **Hong Kong Institute of Surveyors (HKIS)**  
*Extracted from the Reciprocity Agreement between HKIS and SISV dated 21 November 1997.*  
 A corporate member (Associate or Fellow) of the HKIS in good standing, may be elected as a Member of the SISV.
    - 1.2.4 **Institution of Surveyors, Australia (ISA)**  
*Extracted from the Reciprocity Agreement between ISA and SISV dated 2 November 1999.*  
 A corporate member (MIS Aust) or Fellow (FIS Aust) of the ISA in good standing, may be elected as a Member of the SISV in the LS Division.
    - 1.2.5 **New Zealand Institute of Quantity Surveyors (NZIQS)**  
*Extracted from the Reciprocity Agreement between NZIQS and SISV dated 23 June 1998.*  
 A corporate member (Associate or Fellow) of the NZIQS in good standing, may be elected as a Member of the SISV QS Division only.
    - 1.2.6 **New Zealand Property Institute (NZPI) (formerly known as New Zealand Institute of Valuers)**  
*Extracted from the Reciprocity Agreement between NZIV and SISV dated 24 April 1998.*  
 A corporate member (Associate or Fellow) of the NZIV in good standing, may be elected as a Member of the SISV in the VGP Division
2. Conditions prescribed for the reciprocity agreements are as follows :
  - 2.1 One (1) year of professional practice in Singapore under the supervision and to the satisfaction of a corporate member of the Institute, during which the applicant will be required to maintain a detail record of his / her experience.
  - 2.2 A professional interview conducted by SISV to determine the applicant's knowledge of law and practice in Singapore.
  - 2.3 Subsequent transfer to Fellowship being subject to the Byelaws and regulations of the Institute.
3. These reciprocity agreements do not apply to any member who has been elected to membership by other bodies through any other reciprocity agreements.

#### PART V – ADMISSION PROCEDURES

1. Any persons desirous of being admitted as a member in any class of the Institute shall submit his/her application to the Honorary Secretary on a prescribed form containing full details of the applicant.
2. The application should be duly completed and must be accompanied by the relevant documents as stated.
3. All applications must be proposed and seconded by either :
  - (i) three (3) Members of the Institute of whom at least one shall be a Fellow of the Division appropriate to the applicant; *or*
  - (ii) two (2) Members of the Council whom one shall be the President of the applicant's relevant Division, after careful inquiry into the circumstances of the applicant.
4. Any Member desirous of being **transferred to the class of Fellow** shall be proposed and recommended on a prescribed form. This form must be accompanied by a statement certifying personal knowledge of the applicant by either :
  - (i) three (3) Fellows of the Institute of whom at least one shall belong to the same Division as the Member; *or*
  - (ii) two (2) Members of the Council of whom one shall be the President of the applicant's relevant Division.
5. Any incomplete form received and without the required supporting documents will not be accepted.
6. The Council of the Institute may be in their absolute discretion, refuse to admit any person to membership without being required to give any reason for such refusal.
7. All enquires should be addressed to the Honorary Secretary.