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|  | | **Accredited Professional Quantity Surveyor (APQS)**  **Renewal Form**  110 Middle Road #09-00  Chiat Hong Building Singapore 188968  Tel: +65 6222 3030 | | |
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| **Personal Particulars** | | | | |
| Mr  Ms  Miss  Mrs Other | | | APQS No. | APQS/XXXX/XXXX |
| Given Name  (First name) | Enter your first name | | Family Name  (surname) | Enter your family name. |

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| **Contact Details (Update if there is change)** | | | | | |
| Employer: | Enter Name of Employer | | | Tel. (Office): | Click here |
| Job Title: | Enter Job Title | | | Tel. (Mobile): | Click here |
| Mailing  Address: | Enter Mailing Address | | | | |
| Email 1: | Enter Preferred Email | Email 2 | Enter Alternate Email | | |

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| **CPD Requirements** |
| 1. Validity of APQS Accreditation is for 1 year (from 01 January to 31 December). APQS are encouraged to submit their renewal application in November or December of each year before their accreditation lapsed. Full Annual Fee shall apply regardless as to when APQS submit their renewal application. |
| 1. CPD is a mandatory requirement for renewal of APQS Accreditation. APQS of **ALL Tiers**, must have attained a **minimum of 20 CPD Units** over the renewal qualification period (12-month period immediately preceding the application of renewal). The 20 CPD Units shall comprise **a minimum of 10 CPD Units in structured activities**, and the remainder can be obtained from either structured or unstructured activities. See Appendix A classification of Structured and unstructured activities. |
| 1. **FIRST APQS Renewal (24-month renewal qualifying period)**   APQS who is applying for Renewal of Accreditation for **the first time**, may list all CPD activities obtained over a **24-month period** immediately preceding the renewal application. For example, an APQS submitting his application in Feb 2023 may use all CPD Units obtained from Feb 2021 to Jan 2023 (24-month) for 2023 Renewal. For subsequent renewal, qualifying period shall be 12 months. |
| 1. **Excess CPD Hours**   A maximum of 20 un-used CPD Units obtained from structured activities for 1 renewal qualification period may be carried forward into the next renewal period. |
| 1. **Shortfall of CPD Hours**   An APQS who has not obtained sufficient CPD Units may apply to renewal his/her accreditation by providing reasons for the failure to meet the requirement. The APQS Accreditation Committee may renew his accreditation on the condition that the shortfall of CPD Units in this renewal qualification to be obtained in the next renewal qualifying period. |
| 1. **Use of CPD Activities**   CPD activities listed in 1 renewal qualifying should not be listed in the next renewal period if the two period overlap. Also, the CPD Units to be obtained in the next renewal qualifying period to meet CPD shortfall of this renewal would not be used for the next renewal. |
| **Renewal Process** |
| 1. **Processing Time**   Processing time will be 3 weeks upon receiving the renewal application form/payment from APQS. |
| 1. **Successful Renewal**   When renewal is successful, APQS will receive payment receipt via email.  The validity of accreditation will be updated into [APQS Registry](https://www.sisv.org.sg/admin/efinder/files/APQS%20Excel%20Registry.pdf) published on SISV Website. |
| **Annual Fee /Payment Detail** |
| 1. **Annual Fee (with 9% GST)**  |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Annual Fee** | **Tier 1** | **Tier 2** | **Tier 3** | **Tier 4** | | SISV Member | $81.75 (FSISV)  $109.00 (MSISV) | $81.75 | $54.50 | $54.50 | | Non-Member | $299.75 | $272.50 | $250.70 | $163.50 | |
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| 1. **Payment Detail**  |  |  | | --- | --- | | **PayNow** | PayNow (UEN No.: S82SS0045E) Confirm entity name as SINGAPORE INSTITUTE OF SURVEYORS & VALUERS **Indicate APQS Renewal in UEN / Bill Reference** | | **Bank Transfer** | DBS Current Account no.: 007-005007-0 Bank Code: 7171 | Branch Code: 007 SWIFT CODE: DBSSSGSG **Please indicate APQS Renewal as reference when transferring** | | **By Cheque** | Crossed cheque payable to "Singapore Institute of Surveyors and Valuers". **Please indicate your name and APQS Renewal as reference on the back of the cheque** | |
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| **Submitting your Renewal Form** |
| 1. **Submission Checklist**   Duly completed APQS Renewal Form  CPD Event Summary from SISV Portal (For SISV Members only)  Documentary evidence for structured activities  Cheque payment (Not preferred)  Proof of payment via Bank Transfer  Proof of payment via PayNow  Others**:** List additional items |
| 1. **By Mail:**   Attn: APQS Secretariat (APQS Renewal)  Singapore Institute of Surveyors and Valuers,  QS Division  110 Chiat Hong Building  #09-00  Singapore 188968 |
| 1. **By Email:**   Send to **:** [**apqs@sisv.org.sg**](mailto:apqs@sisv.org.sg)  Email Subject: APQS Renewal (YYYY) \_ Name |
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| **Instruction** |
| 1. For SISV Members, filling in “Record of CPD” is optional. You may update your CPD Record through Members’ Portal and attached a copy of “CPD Event Summary” for our processing. Please click [here](https://www.sisv.org.sg/doc/qs/G2.Instruction-to-download-CPD-Summary.pdf?v=1707194908737) for instructions on how to download your CPD record from the Members’ Portal. |
| 1. Non-Members, please fill in the following table to update you CPD Record for our processing. |

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| **Record of CPD Activities see notes**  To create a new row, click “+” sign of the last row | | | | | | |
| **Date** | | **Structured Activity**  **(Code A1, A2, B1, B2, C, D1,D2, E1, E2, E3)** | **Organiser** | **CPD**  **Hours** | **Activity**  **Code** | **Proof of**  **Attendance** |
| **Start** | **End** |
| Click here | Click here | Activity Title | Name of Organiser | No. of Hours | Choose an item. |  |
| Click here | Click here | Activity Title | Name of Organiser | No. of Hours | Choose an item. |  |
| **Total CPD Hours (A-E)** | | | | **No. of Hours** |  |  |
| **Date** | | **Unstructured Activity**  **(Code F, G, H, I )** | **Organiser** | **CPD**  **Hours** | **Activity**  **Code** | **Proof of**  **Attendance**  **(Optional)** |
| **Start** | **End** |
| Click here | Click here | Activity Title | Name of Organiser | No. of Hours | Choose an item. |  |
| Click here | Click here | Activity Title | Name of Organiser | No. of Hours | Choose an item. |  |
| **Total CPD Hours (F-I)** | | | | **No. of Hours** |  | |

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| **Reason for not meeting CPD requirement (if applicable)** |
| Provide your reasons here |
| **Applicant Declaration** |
| I hereby declare that:  a) All the information provided in this form and all document attached are true, accurate and complete.  b) I agree that SISV may disclose my full name, accreditation status, to any relevant enquiring bodies/parties    Signature  Date Renewal Application date |
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### APPENDIX

Table 1 - Structured Activities

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| **Activity Code** | **CPD Unit** | **Type of Activity** |
| A1 | 1 CPD Unit for 1 hour involvement lasting 1 clock hour or not less than 50 minutes | Lectures, seminars, workshops, conferences, short courses which are relevant for professional development eg. Seminars/talks organized by SISV or professional institutions having reciprocity agreements with SISV and accredited by SISV. |
| A2 | 1 CPD Unit for 1 hour involvement lasting 1 clock hour or not less than 50 minutes | Extra over for Speaker, opening speech speaker, Chairperson for the above-mentioned events. |
| B1 | 1 CPD Unit for 1 hour involvement lasting 1 clock hour or not less than 50 minutes | Accredited formal study courses eg. Relevant full-time or part-time post-graduate or diploma courses organized by universities, polytechnics, colleges, professional bodies, recognized course providers and training institutes. |
| B2 | 1 CPD Unit for 1 hour involvement lasting 1 clock hour or not less than 50 minutes | A course of study leading to an additional qualification eg. MBA or PhD relevant to work and career development. |
| C | 1 CPD Unit for 1 hour involvement lasting 1 clock hour or not less than 50 minutes | In-house training which are relevant to professional development |
| D1 | 4 CPD Units per participation | Member of / participation in SISV Main Council, QS Council, SISV Committees or sub-committees, or SISV organised projects |
| D2 | 4 CPD Units per participation | Member of / participation in, relevant technical or working committees of Professional Associations or Government Agencies or bodies. |
| E1 | 2 CPD Units per participation | Contribution to relevant professional development: Conduct lectures, seminars, conferences, workshops or training courses (excluding regular lectures on full-time or part-time basis) |
| E2 | 2 CPD Units per participation | Authorship of published works. These works should consist of technical or academic articles or papers published in professional journals, conference proceedings or other published forms |
| E3 | 0.5 CPD Unit for 1 hour involvement lasting 1 clock hour of not less than 50 minutes | Research work carried out in response to a work-related problem for a client or leading to understanding of a new and relevant subject |

Table 2 - Unstructured Activities

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| **Activity Code** | **CPD Units** | **Type of Activity** |
| F | 0.5 CPD Unit for 1 hour involvement lasting 1 clock hour of not less than 50 minutes | Self-study of a structured and relevant topics. Reading of relevant technical, professional, financial, legal or business literature |
| G | 0.5 CPD Unit for 1 hour involvement lasting 1 clock hour of not less than 50 minutes | Distance learning, correspondences courses, or supervised study packages (a program of reading or online lectures) |
| H | 1 CPD Unit for 1 hour involvement lasting 1 clock hour of not less than 50 minutes | Attending relevant organized group technical site visit or exhibitions |
| I | 1 CPD Unit for 1 hour involvement lasting 1 clock hour of not less than 50 minutes | Non-accredited courses or activities. Attending professional and technical courses which are non-accredited |