

# SISV MEMBER FIRM

## LISTING CRITERIA

1. SISV welcomes firms of our Fellows (FSISV) and/or Members (MSISV) providing primarily professional land surveying, quantity surveying and real estate related services to list as SISV Member Firm.
2. Firms applying to be listed as SISV Member Firm shall submit a copy of Bizfile – Corporate Compliance and Financial Profile to the Institute; and shall meet one of the following criteria:
  - 2.1. Firm wholly own by a Fellow(FSISV) and/or a Member(MSISV)
  - 2.2. Firm is owned by a Fellow and/or a member with share holding less than 100% but more than 50%;
    - a. and the rest of the shareholders of the Firm hold relevant professional qualifications recognised by the respective Council
    - b. but the rest of the shareholders of the Firm do not hold any relevant professional qualification that is recognised by the respective Council
      - i. The Firm is managed by a Fellow or a Member; and
      - ii. The Firm has a good track record;
3. Firm is owned by a Fellow and/or a Member with share holding 50% or less, or the Firm is not owned by any Fellow or Member;
  - 3.1. and that the Firm has a paid-up capital of less than S\$1 million,
    - i. The Firm is managed by a Fellow or a Member; and
    - ii. The Firm has a good track record
  - 3.2. and that the Firm has a paid-up capital of less than S\$1 million,
    - i. One of the Firm's business practices is related to Land Surveying, Quantity Surveying, Valuation, Property Management, Marketing & Agency or any other real estate related services, and that business practice is being supervised by a Fellow and/or a Member; and
    - ii. A formal letter by the Firm stating the appointment of the Fellow and/or Member in the Firm; and

iii. The Firm has a good track record.

3. For firms applying to be a Member Firm of the **Land Surveying Division**, they must also satisfy the requirements of the relevant Acts governing the land surveying practice.
4. All Member Firms agree to follow the general procedures and guidelines of their respective professional practices in the course of conducting their businesses.
5. The Institute reserves the right to delist any Member Firms at any time, if it is found that the Firm does not satisfy the listing criteria, or the Institute is in the opinion that the Firm does not comply to the general procedures and guidelines of their respective professional practices.
6. Listing in the SISV Member Firm is subject to annual review and shall require the firms to submit an updated copy of Bizfile – Corporate Compliance and Financial Profile (or any other similar documents required by the Institute at the time of review) to the Institute, together with a formal letter by the Firm stating the appointment of the Fellow and/or Member in the Firm.
7. In addition, **Member Firm must notify the Institute within thirty (30) days of any change in shareholding, directorship or partnership, or any change in the appointment of the Fellow and/or Member.**
8. The yearly listing fee is non-refundable and is subject to review at the discretion of the Institute. The fee is at \$400<sup>1</sup> per annum (excluding GST).

<sup>1</sup> with effect from 1 January 2024