

SISV-APFM Accredited Managing Agents

c/o 110 Middle Road #09-00 Chiat Hong Building, Singapore 188968 Tel : 6222-3030 Fax : 6225-2453 Email : secretariat@apfm.mygbiz.com

APPLICATION FORM

Applying For (tick one only) :

Category A

□ Category B

For firms which are managing large commercial properties ie. industrial, office, shop or mixed developments with predominantly commercial content and community/institutional buildings with more than 50 units, and large-scale residential property developments ie. those with more than 200 units.

For firms which are managing small-scaled residential property developments ie. those with 200 and fewer units, and commercial developments with 50 and fewer units.

| SECTION | A – *Company's Particul | ars (Attach copy of ACR | A Busine | ss Profile | e – Instant Informa | ation) | |
|--------------------------------|---|-------------------------|---------------------|--------------------------|---------------------|-----------------------|--|
| Name of Company | | | | | | Tel (Main Line) | |
| Registered Address of Business | | | | | | Fax No | |
| Contact Person & Designation | | | | | Tel (D | Tel (DID) | |
| Contact Email (Compulsory) | | | | Website address (if any) | | | |
| Category A | Capital (Attach copy of ACRA – either a partnership or compar – at least a sole proprietor | | | , | up capital of \$100 | ,000 | |
| | | Date of Incorporation | poration Pai | | aid Up Capital | | |
| *Professi | onal Indemnity Insurance | with an Appropriat | e Cover | age (A | ttach policy sched | ule front cover only) | |
| Insurer | | | Limits of Liability | | | Expiry date of Policy | |
| | B – Strata Developments evelopment: Commercial ; R | • • | (Attach s | separate | e sheet if necessa | ry) | |
| MCST No | Name of Strata Development | | | | No. of Units | #Type of Development | |
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| SECTION C – Particulars of Director/Partner/Shareholder/Sole Proprietor | | | | |
|---|---|--|--|--|
| 1 Name (as in NRIC) | NRIC/Passport No | | | |
| *Position Held: Director Dertner Shareholder Deroprietor | DOB(dd/mm/yy) | | | |
| *Affiliate to: ISISV I APFM I NA *Membership Class: I FSIS | V 🗆 MSISV 🖵 FAPFM 🖵 MAPFM | | | |
| ** Relevant Academic Qualifications (State type of Diploma/Degree, Year Obtained & University [eg. MBA 2001 Victoria Uni] | | | | |
| *Experience in Property Management D No D Yes, please state no. of years of e | xperience (years) | | | |
| 2 Name (as in NRIC) | NRIC/Passport No | | | |
| *Position Held: Director Partner Shareholder Sole Proprietor | DOB(dd/mm/yy) | | | |
| *Affiliate to: SISV APFM NA *Membership Class: FSIS | V 🗅 MSISV 🗅 FAPFM 🗅 MAPFM | | | |
| ** Relevant Academic Qualifications (State type of Diploma/Degree, Year Obtained & University [eg. BSc(EstMan) 1996 NUS] *Experience in Property Management | | | | |
| 3 Name (as in NRIC) | NRIC/Passport No | | | |
| *Position Held: Director Partner Shareholder Sole Proprietor | DOB(dd/mm/yy) | | | |
| *Affiliate to: SISV APFM NA *Membership Class: FSISV MSISV FAPFM MAPFM | | | | |
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| ** Relevant Academic Qualifications (State type of Diploma/Degree, Year Obtained & Universit | | | | |
| ۲ | y [eg. BSc(Engrg) NTU 1996] | | | |
| ** Relevant Academic Qualifications (State type of Diploma/Degree, Year Obtained & Universit | y [eg. BSc(Engrg) NTU 1996] | | | |
| ** Relevant Academic Qualifications (State type of Diploma/Degree, Year Obtained & Universit *Experience in Property Management 	 No 	 Yes, please state no. of years of e | y [eg. BSc(Engrg) NTU 1996] xperience (years) | | | |
| ** Relevant Academic Qualifications (State type of Diploma/Degree, Year Obtained & Universit *Experience in Property Management | y [eg. BSc(Engrg) NTU 1996] xperience (years) NRIC/Passport No DOB(dd/mm/yy) | | | |
| ** Relevant Academic Qualifications (State type of Diploma/Degree, Year Obtained & Universit *Experience in Property Management No Yes, please state no. of years of e 4 Name (as in NRIC) *Position Held: Director Partner Shareholder Sole Proprietor | y [eg. BSc(Engrg) NTU 1996] xperience (years) NRIC/Passport No DOB(dd/mm/yy) V | | | |

SECTION D - Particulars of Key Management Staff (KMS) / Employee (Attach organisation chart)

Category A: At least one Key Management Staff (KMS) holding a bachelor degree or equivalent professional qualification in the relevant field of estate or building management & has at least 5 years of work experience in property management on a full time basis; AND (i) at least one employee holding other relevant degree or equivalent professional qualification; (AND at least one (1) key management staff and one (1) staff are to pass interview tested on their knowledge in strata management and related topics.)

Category B: At least one KMS holding a diploma in the relevant field of estate and building management and has at least **5** years of work experience in property management on a full time basis.

With effect from February 2021, firms accredited under the existing AMA Scheme, new member firms and non-member firms that wish to be accredited Under Category A or B are required to have at least 30% of their staff who provide advice in strata management matters to be individually accredited when the new accreditation Scheme is implemented. For the second and third years after the first year of implementation, at least 50% and 70%, respectively, of such staff are required to be individually accredited.

| 1 Name | NRIC/Passport No | DOB (dd/mm/yy) | | |
|--|--|------------------|--------------|--|
| Qualifications/ Year Obtained/University [eg.BSc(EstMan) NUS 2006] | *Member of SISV and/or APFM (tick appropriate box) | | | |
| Position Held | Date Joined | * KMS * Employee | | |
| Past experience in property management | -1 | | | |
| Company Name | Last Position Held | No of Yr/Mth | | |
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| 2 Name | NRIC/Passport No | DOB (dd/m | m/yy) | |
| Qualifications/ Year Obtained/University [eg.BSc(EstMan) 1996 NUS] | *Member of SISV and/or APFM (tick appropriate box) | | | |
| Position Held | Date Joined * KM | | * 🖵 Employee | |
| Past experience in property management | | | | |
| Company Name | Last Position Held | | No of Yr/Mth | |
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| | NDIC/Decement No | | mhai | |
| 3 Name | NRIC/Passport No | DOB (dd/m | пп/уу) | |
| Qualifications/ Year Obtained/University [eg Dip(Bldg) SP 1993] | *Member of SISV and/or APFM (tick appropriate box) | | | |
| Position Held | Date Joined * KMS | | * Employee | |
| Past experience in property management | | | | |
| Company Name | Last Position Held | | No of Yr/Mth | |
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Declaration by Applicant

- 1. I/We declare that all information stated and provided herein are true and correct.
- 2. I/We agree to abide by all the terms and conditions specified in the SISV/APFM Accreditation Scheme.
- 3. I/We will inform Secretariat of any changes to the particulars of the company's directors, Key Management Staff, etc.
- 4. *Has any of the Proprietor/Partners/Directors/Shareholders or Key Management Staff been convicted in a Court of Law

| Authorised Signatory | Date | Company Stamp | | |
|------------------------------|-------------|---------------|--|--|
| Name of Authorised Signatory | Designation | | | |

*Checklist (please ensure that copies of all relevant documents are submitted together with the Form):

- □ ACRA Business Profile Instant Information
- Pl insurance policy schedule (showing policy no, name of insured, limit of liability, period of cover)
- List of strata titled developments currently managed
- Organisation chart and copy of relevant academic qualifications
- Crossed cheque payable to "SISV-APFM Accreditation Account"

Accreditation Fees (excl GST, subject to review without prior notice)

SISV/APFM member means if the Director/Partner/Shareholder/Sole Proprietor is a member of SISV and/or APFM

Category A O Registration Fee \$540.00 (SISV/APFM member); O \$600.00 (Non Member)

Category B O Registration Fee \$270.00 (SISV/APFM member); O \$300.00 (Non Member)

FOR OFFICIAL USE

| Accreditation Committee Recommendation | Assessment Panel Approved on (date) |
|--|-------------------------------------|
| 🗅 Cat A 🗖 Cat B 🗖 Reject | Accreditation Period Till (date) |
| Date | MemNo |

[□] No □ Yes (please give details on a separate sheet of paper)