

(i) CRITERIA FOR REGISTERING AS A FIRM OR EXPERT

Firm

1. Registered with the Companies Commission of Malaysia.
2. Have an office and a permanent address in Sabah.
3. Have at least one (1) expert in the field of environment and working as a permanent staff of the firm in Sabah's Office.
4. Have at least one (1) supporting staff and working as a permanent staff of the firm in Sabah's Office.

Expert

1. Holds at least a Bachelor Degree in the field of environment and working experience not less than five (5) years in the field of environment.
2. Involved in analysing and writing a minimum of ten (10) environmental reports/studies or ten (10) environmental scientific studies/reports carried out in Malaysia or any other country approved by the Committee of Registration of Environmental Consultants.
3. Full knowledge and understand any requirement outlined under the Environment Protection Enactment 2002 and its subsidiaries legislation as well as any guideline related to environmental impact assessment system as specified by the Department.
4. Any other terms and conditions specified by Committee of Registration of Environmental Consultants.

(ii) MANDATORY DOCUMENTS TO BE UPLOADED WHEN APPLYING AS A FIRM OR EXPERT

REGISTRATION

Firm

1. Working Experience Form for Firm Registration.
2. Form 9 or Notice of Registration based on Companies Act 2016, under the Companies Commission of Malaysia.
3. Form 49 or Register of Member based on Companies Act 2016, under the Companies Commission of Malaysia.
4. Identity Card of All Director or Company Owners.
5. Passport & Work Pass of All Director or Company Owners (for non-Malaysian).
6. Valid Membership Certificates with Professional Body/Organizations.
7. Organization Chart of the Company in Sabah's Office.
8. Latest passport size photos of all directors or company owners (size of the image must be 3.5 cm x 4.0 cm wide, resolution - Pixels/inch: 300, File type: Jpeg).

Expert

1. Working Experience Form for Individual Registration.
2. Identity Card.
3. Passport & Work Pass (for non-Malaysian).
4. Educational Certificate (Diploma & above).
5. Testimonial from 2 referees.
6. Expertise Certificate.
7. Valid Membership Certificates with Professional Body/Organizations.
8. Latest passport size photos (size of the image must be 3.5 cm x 4.0 cm wide, resolution - Pixels/inch: 300, File Type: Jpeg).

RENEWAL

Firm/Expert

1. Working Experience Form for Firm/Expert Renewal.
2. Documents uploaded during the registration application which are no longer valid must be replaced with the latest or valid documents.

(iii) STATUS OF APPLICATION FOR FIRM OR EXPERT

Firm/Expert

1. The status of the firm/expert application will be informed through the applicant's e-mail or can be seen by log in into the applicant's account.