



LEMBAGA AHLI GEOLOGI MALAYSIA
Aras 8, Menara PjH
No.2, Jalan Tun Abdul Razak, Presint 2,
62100 PUTRAJAYA

PROCEDURE FOR REGISTRATION AS A GEOLOGICAL CONSULTANCY FIRM (SOLE PROPRIETOR)

Every sole proprietor desirous of registration as a Geological Consultancy Firm with the Board of Geologists (BoG) shall be a Registered Professional Geologist.

2. Application shall be made manually by submitting **FORM K1** together with payment and document as follows:

	ITEMS	EXPLANATORY NOTES
1.	FORM K1 - Application Form	Application form FORM K1 should be dully filled and signed. <i>Application forms for registration of Geological Consultancy Firm can be downloaded from BoG website www.bog.gov.my</i>
2.	Processing Fee - RM100.00 Courier service - RM15.00 (Optional)	Processing fee is not refundable. Payment can be made in the form of cash or bank draft, CDM, internet banking or any other form as determined by the Board, made payable to Lembaga Ahli Geologi. (Maybank Account: 564052522670). Applications without any proof of processing fee payment will not be processed. Charges of Registration Certificate delivered by courier service.
3.	Receipt for Processing Fee / Courier Service	A receipt will be issued for payment of registration processing fee and courier service.
4.	FORM SD	The Statutory Declaration Form to be completed and signed by the Principal of Sole Proprietor. <i>Form SD can be downloaded from the website www.bog.gov.my</i>
5.	Declaration Letter on Involvement in Geological Consultancy Firm	BoG has allowed Registered Professional Geologist (RPG) to be a principal/partner/director/shareholder of more than one

		Geological Consultancy Firm (GCF). The RPG shall inform BoG in writing stating clearly the name(s) and registration(s) of the GCF(s) that he/she is involved.
6.	Acknowledgement Letter on Registered Professional Geologist's Involvement in another Geological Consultancy Firm. (if applicable)	Acknowledgement letter by other Geological Consultancy Firms (GCF) that they are aware that the Registered Professional Geologist (RPG) is a principal/partner/director/shareholder of more than one geological consultancy firms. This Declaration Letter on Involvement shall be submitted by the Principal using company letterhead in which he/she is involved in.
7.	Acknowledgement Letter by company other than Geological Consultancy Firm. (if applicable)	If a Principal is involved in a company or companies other than geological consultancy firm, a letter of acknowledgement shall be obtained from the company concerned. The company concern shall declare their awareness of the Principal's involvement in the GCF and have no objection for the Principal to undertake professional geological services in the GCF.
8.	Registration of Business	Submit certified true copy certificate of Registration of Business.