



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
(BODY CORPORATE)**

Any body corporate desirous for registration as a Geological Consultancy Firm with the Board of Geologists (BoG) shall be at least two thirds of its board members be Registered Professional Geologists.

2. Application shall be made manually by submitting **FORM K3** together with payment and document as follows:

	ITEMS	EXPLANATORY NOTES
1.	FORM K3 - Application Form	Application form FORM K3 should be duly 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 or 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 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 M (Board of Directors)	To be completed and duly signed by all directors in the Body Corporate. A Board of Directors where at least 50% of its members are Registered Professional Geologists. <i>Form M can be downloaded from BoG website www.bog.gov.my</i>
5.	FORM N (Shareholders)	To be completed and duly signed by all shareholders in the Body Corporate. At least 70% of its share equity held by Registered Professional Geologists as required by BoG. <i>Form N can be downloaded from BoG website www.bog.gov.my</i>

6.	FORM SD	<p>The Statutory Declaration Form to be duly filled and signed by all directors and/or shareholders of the Body Corporate.</p> <p><i>Form SD can be downloaded from BoG website www.bog.gov.my</i></p>
7.	Declaration Letter on Involvement in Geological Consultancy Firm	<p>The BoG has allowed Registered Professional Geologists (RPG) to be a principal/partner/director/shareholder of more than one geological consultancy firm (GCF). The RPG shall inform the BoG in writing stating clearly the name(s) and registration(s) of the GCF(s) that he/she is involved.</p> <p>This Declaration Letter on Involvement shall be submitted by each director using company letterhead in which he/she is involved.</p>
8.	Acknowledgement Letter on Registered Professional Geologist 's involvement in Geological Consultancy Firm (if applicable).	<p>Acknowledgement letter by other GCF that they are aware that the RPG is a principal/partner/director/shareholder of more than one GCFs.</p>
9.	Acknowledgement Letter by company other than Geological Consultancy Practice (if applicable).	<p>If a director is involved in a company or companies other than geological consultancy firm, a letter of acknowledgment shall be obtained from the company concerned.</p> <p>The company or companies shall declare that it/they is/are aware of the director's involvement in the Body Corporate and have no objection for the director to undertake geological services in the Body Corporate.</p>
10	Resolution of the Board of Directors	<p>Provide resolution of the Board of Directors of the Body Corporate authorising a Registered Professional Geologist to be the Director-in-Charge to make all final geological decisions in accordance with BoG's requirement.</p>
11.	Form 49	<p>Submit Form 49 Certified by the SSM (Companies Commission of Malaysia) with the original stamp. (Notification giving particulars of change in the register of board of directors).</p>
12.	Form 32A and Stamp Certificate	<p>Submit Form 32A and stamp Certificate – Form of Transfer of Securities certified by Company Secretary with the original stamp.</p>
13.	Form 24	<p>Submit Form 24 – Return of Allotment of Shares certified by Company Secretary with the original stamp.</p> <p>Minimum paid capital shall be RM50,000.00</p>
14	Registration of Business	<p>Submit certified true copy certificate of Registration of Business.</p>