

LEMBAGA ARKITEK MALAYSIA

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GENERAL CIRCULAR NO. 2/1983

GUIDELINES FOR NAMES OF FIRMS AND LETTERHEADS FOR REGISTERED BUILDING DRAUGHTSMEN

The Board has become increasingly concerned over the inventiveness of Building Draughtsmen in naming their practices which either do not accurately reflect their origins or compositions.

It has therefore been decided that any Building Draughtsman wishing to name a firm or to print his letterhead will be required to submit his proposal to the Board for prior approval. This requirement will be imposed with immediate effect for names of firms that have not as yet been registered.

Names already submitted for registration are to be held pending approval from the Board. Guidelines 3 and 4 are applicable to all Building Draughtsmen with immediate effect.

THE FOLLOWING GUIDELINES ARE TO BE APPLIED :-

1. NAMES OF FIRMS

Names of firms should :-

- (a) refrain from pretentiousness or ostentatiousness or be of such a kind which may give a wrong impression on the size and nature of the practice.
e.g. AKC Project Consult;
Kumpulan Rekaprojek Malaysia;
- (b) preferably comprise the actual names of the principal/s or the acronyms of their initials rather than names which have no relationship to the registered Building Draughtsmen.
e.g. Ali & Chong Building Draughtsmen;
A & C Building Draughtsmen;
- (c) avoid any similarity to existing names of practices.
- (d) the words "Architect", "Arkitek" or the equivalent thereto in any language must not be used in anyway.

2. DESCRIPTION OF FIRMS

All description of firms should accurately convey the composition of the firm.

- (a) If the firm is a practice with a single principal, it should not contain the plural in its description
e.g. Ahmad dan Rakan-Rakan

(b) Only firms with partners who are registered Building Draughtsmen may use descriptions to imply the strength of the firm.

e.g. Hashim & Sekutu;
Wong & Associates;

3. PARTICULARS AND DESCRIPTIONS OF PRINCIPALS AND EMPLOYEES

All letterheads must list the names of the principals of the firm together with their registration numbers with the Board.

4. SUBMISSION OF LETTERHEADS & RUBBER STAMP IMPRESSIONS

All registered building draughtsmen are required to submit to the Board within two (2) weeks of the receipt of this Circular, the following:-

(i) a sample of letterhead being used at present.

(ii) an impression of rubber stamp.

5. CHANGES IN COMPOSITION OF FIRMS

Immediate notice must be given to the Board whenever there is a change in the composition of the firm. The particulars must be submitted to the Board together with two copies of the proposed amended letterheads and a sample of rubber stamp impression.

A handwritten signature in black ink, appearing to read 'Hasan bin Mohamed', written over a horizontal line.

(HASAN bin MOHAMED)

Pendaftar

Distribution :- To All Registered
Building Draughtsmen and
Board Members.

7th June, 1983.