



# LEMBAGA ARKITEK MALAYSIA

Tingkat 17, Ibu Pejabat JKR, Jalan Sultan Salahuddin, 50582 Kuala Lumpur  
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## GENERAL CIRCULAR NO. 3/2017

### SURVEY FORM FOR THE ARCHITECTURAL SERVICES INDUSTRY

This General Circular is issued to inform all ACP on the submission of the Survey Form which can be downloaded from the LAM's Website to the Board.

The Statistical data obtained as part of the Government of Malaysia intention to strengthen the National Balance of Trade especially in professional services including Architectural services industry. This Survey Form is required in order to determine the capacity and capabilities of local Architectural Consultancy Practices (ACPs) in the areas of specialisation, expertise, export potential, etc.

Please be informed that as members of the Board of Architects Malaysia, the submission of the Survey Form as per this General Circular is compulsory and it is considered as part of requirement imposed by the Board to its members. Failure to submit a properly filled Survey Form within stipulated time, the ACP will be taken as a non-compliance of the order by the Board and will affect the renewal of registration of the ACP for the coming year.

1. **Confidentiality of data**

All data submitted to the Board will be treated with confidentiality and the sources will not be revealed to third parties.

2. **Compulsory for Survey Form to be submitted**

All ACP shall be required to complete and submit this Survey Form to the Board by **29 September 2017** before the yearly Renewal of Registration.

The Board request the cooperation of all registered ACP in responding promptly to these requirements.

By Order of the Board Of Architects Malaysia,

(Ar. YONG RAZIDAH RASHID)  
Registrar

28 August 2017

## SURVEY FORM FOR THE ARCHITECTURAL SERVICES INDUSTRY

In view of Belt and Road (B&R) Initiative and Fourth Industrial Revolution (4IR), Government of Malaysia is looking forward to strengthen the National Balance of Trade especially in professional services including Architectural services industry. There have been queries from various quarters on the capability and capacity of our local Architectural consultancy practiced (ACP). There are also queries on the expertise of our local ACPs particularly in specialist areas of works. In view of these allegations, Lembaga Arkitek Malaysia is carrying out this survey to determine (with facts & figures) the capacity and capabilities of our local ACPs, their areas of specialisation, their export potential, etc. With these information, it may be possible for Lembaga to come out with a register or a directory that can be used as a reference for anyone looking for suitable ACPs to undertake their projects.

It is hoped that ACPs will respond positively to this survey. All information provided shall be treated with "strictest confidence".

1. **Type of Architectural Consultancy Practice** (Tick ✓ **ONE** option only)

- |  |   |
|--|---|
| <input type="checkbox"/> <b>A</b> Sole Proprietor (SP) | <input type="checkbox"/> <b>C</b> Partnership (P)                   |
| <input type="checkbox"/> <b>B</b> Body Corporate (BC)  | <input type="checkbox"/> <b>D</b> Multi-Disciplinary Practice (MDP) |

2. **Size of Company** (Tick ✓ **ONE** option only)

2.1 Total Number of Staff

- |  |   |
|--|---|
| <input type="checkbox"/> <b>A</b> Less than 10 | <input type="checkbox"/> <b>D</b> 151-300       |
| <input type="checkbox"/> <b>B</b> 10-50        | <input type="checkbox"/> <b>E</b> 301-500       |
| <input type="checkbox"/> <b>C</b> 51-150       | <input type="checkbox"/> <b>F</b> More than 500 |

2.2 Total Number of Professionals

- |   |   |
|---|---|
| <input type="checkbox"/> <b>A</b> Less than 5 | <input type="checkbox"/> <b>D</b> 26-50         |
| <input type="checkbox"/> <b>B</b> 5-10        | <input type="checkbox"/> <b>E</b> 51-100        |
| <input type="checkbox"/> <b>C</b> 11-25       | <input type="checkbox"/> <b>F</b> More than 100 |

2.3 Total Number of Sub-Professional

- |  |   |
|--|---|
| <input type="checkbox"/> <b>A</b> Less than 10 | <input type="checkbox"/> <b>D</b> 51-100        |
| <input type="checkbox"/> <b>B</b> 10-25        | <input type="checkbox"/> <b>E</b> More than 100 |
| <input type="checkbox"/> <b>C</b> 26-50        |   |

3. **Average Turnover for last 3 years** (Tick ✓ **ONE** option only)

- |  |  |
|--|--|
| <input type="checkbox"/> <b>A</b> Less than RM500K           | <input type="checkbox"/> <b>F</b> RM7Million to RM9.9Million   |
| <input type="checkbox"/> <b>B</b> RM500K to RM0.9Million     | <input type="checkbox"/> <b>G</b> RM10Million to RM14.9Million |
| <input type="checkbox"/> <b>C</b> RM1Million to RM1.9Million | <input type="checkbox"/> <b>H</b> RM15Million to RM20Million   |
| <input type="checkbox"/> <b>D</b> RM2Million to RM3.9Million | <input type="checkbox"/> <b>I</b> More than RM20Million        |
| <input type="checkbox"/> <b>E</b> RM4Million to RM6.9Million |  |



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**4. Average Percentage of Turnover from Export of Services for last 3 years**

(Tick ✓ **ONE** option only)

- |  |   |
|--|---|
| <input type="checkbox"/> <b>A</b> NIL          | <input type="checkbox"/> <b>G</b> 25% to 29.9%  |
| <input type="checkbox"/> <b>B</b> Less than 5% | <input type="checkbox"/> <b>H</b> 30% to 39.9%  |
| <input type="checkbox"/> <b>C</b> 5% to 9.9%   | <input type="checkbox"/> <b>I</b> 40% to 49.9%  |
| <input type="checkbox"/> <b>D</b> 10% to 14.9% | <input type="checkbox"/> <b>J</b> 50% to 74.5%  |
| <input type="checkbox"/> <b>E</b> 15% to 19.9% | <input type="checkbox"/> <b>K</b> More than 75% |
| <input type="checkbox"/> <b>F</b> 20% to 24.9% |   |

**Notes:** Fees and revenue collected from overseas work as a percentage of total turnover.

**5. Share Holding and Type of Company (List **ALL** information)**

**5.1** Malaysian Share Holding ..... % **5.2** Foreign Share Holding ..... %

**6. Branch Registered In Other States (Tick ✓ **ALL** options applicable)**

**1** .....  **2** .....

**7. Specialist Services Offered (Tick ✓ **ALL** options applicable)**

- |   |   |
|---|---|
| <input type="checkbox"/> <b>A</b> Hospitals                     | <input type="checkbox"/> <b>K</b> Convention Centres                    |
| <input type="checkbox"/> <b>B</b> Highrise Building             | <input type="checkbox"/> <b>L</b> Interior Design (ID)                  |
| <input type="checkbox"/> <b>C</b> Mass Housing                  | <input type="checkbox"/> <b>M</b> Project Management                    |
| <input type="checkbox"/> <b>D</b> Hotels & Resorts              | <input type="checkbox"/> <b>N</b> Master / Urban Planning               |
| <input type="checkbox"/> <b>E</b> Airport Terminal              | <input type="checkbox"/> <b>O</b> Environmental Design                  |
| <input type="checkbox"/> <b>F</b> Transport / MRT Terminals     | <input type="checkbox"/> <b>P</b> Conceptual Design                     |
| <input type="checkbox"/> <b>G</b> Urban Design & Town Planning  | <input type="checkbox"/> <b>Q</b> Building Information Modulation (BIM) |
| <input type="checkbox"/> <b>H</b> Shopping Malls                | <input type="checkbox"/> <b>R</b> Industrialised Building System (IBS)  |
| <input type="checkbox"/> <b>I</b> Conservations & Preservations | <input type="checkbox"/> <b>S</b> Others - Specify                      |
| <input type="checkbox"/> <b>J</b> Art Museums & Galleries       | <input type="checkbox"/> .....  |

**Notes:** Fill in S - T for others not listed above. This information may form the basis of a register of specialist consultant. Company wishing to be included in this register should therefore include company and contact information in the last module.

If Respondent wishing to describe in finer details their classification checked above may list as follows:

.....  
.....(use additional sheet if required but list clearly for the survey analyst)



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8. **Local Registrations** (Tick ✓ ALL options applicable)

8.1 **Local Registration**

- A Ministry of Finance
- B SSM / ROC
- C Others

.....

8.2 **Professional/Trade Associations**

- A BAM
- B PAM
- C Others .....

**Notes:** Registration refers to company registration not personal registration or affiliations.

9. **Registration with International Agencies** (Tick ✓ ALL options applicable)

- A Asian Development Bank (ADB)
- B World Bank
- C Islamic Development Bank
- D Others (please list) .....

10. **Export Market** We have exported services to the following countries within the **LAST FIVE YEARS** (Tick ✓ ALL options applicable).

- |  |   |
|--|---|
| <input type="checkbox"/> A ASEAN                     | <input type="checkbox"/> D Indian Sub-Continent                   |
| → <input type="checkbox"/> Brunei                    | → <input type="checkbox"/> India                                  |
| → <input type="checkbox"/> Thailand                  | → <input type="checkbox"/> Pakistan                               |
| → <input type="checkbox"/> Cambodia                  | → <input type="checkbox"/> Sri Lanka                              |
| → <input type="checkbox"/> Vietnam                   | → <input type="checkbox"/> Bangladesh                             |
| → <input type="checkbox"/> Singapore                 | <input type="checkbox"/> E African Sub-Continent                  |
| → <input type="checkbox"/> Indonesia                 | → <input type="checkbox"/> South Africa                           |
| → <input type="checkbox"/> Other ASEAN countries:    | → <input type="checkbox"/> Sudan                                  |
| .....  | → <input type="checkbox"/> Others African Countries (please list) |
| .....  | .....   |
| <input type="checkbox"/> B China                     |   |
| <input type="checkbox"/> C Middle East (please list) | <input type="checkbox"/> F Other Countries (please list)          |
| .....  | .....   |
|  | <input type="checkbox"/> G We have not exported services.         |



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11. **Commercial Presence** We maintain branch office or representative office(s) in the following countries (Tick ✓ **ALL** options applicable).

- |   |  |
|---|--|
| <input type="checkbox"/> <b>A</b> ASEAN                     | <input type="checkbox"/> <b>D</b> Indian Sub-Continent           |
| → <input type="checkbox"/> Brunei                           | → <input type="checkbox"/> India                                 |
| → <input type="checkbox"/> Thailand                         | → <input type="checkbox"/> Pakistan                              |
| → <input type="checkbox"/> Cambodia                         | → <input type="checkbox"/> Sri Lanka                             |
| → <input type="checkbox"/> Vietnam                          | → <input type="checkbox"/> Bangla Desh                           |
| → <input type="checkbox"/> Singapore                        | <input type="checkbox"/> <b>E</b> African Sub-Continent          |
| → <input type="checkbox"/> Indonesia                        | → <input type="checkbox"/> South Africa                          |
| → <input type="checkbox"/> Other ASEAN Countries            | → <input type="checkbox"/> Sudan                                 |
| .....   | → <input type="checkbox"/> Other African Countries (please list) |
| .....   | .....  |
| <input type="checkbox"/> <b>B</b> China                     | .....  |
| <input type="checkbox"/> <b>C</b> Middle East (please list) | <input type="checkbox"/> <b>F</b> Other Countries (please list)  |
| .....   | .....  |
| .....   | <input type="checkbox"/> <b>G</b> No intention at all            |

12. **Method of Export** (Tick ✓ **ALL** options applicable)  
Export of services for the past FIVE YEARS by our company principally follows the methods.

- |   |   |
|---|---|
| <input type="checkbox"/> <b>A</b> Appointed by Malaysian Government or Agencies                       | <input type="checkbox"/> <b>D</b> Direct and active bidding as a Consultant   |
| <input type="checkbox"/> <b>B</b> Appointed by Malaysian private developer, contractor, or investors. | <input type="checkbox"/> <b>E</b> Direct and active bidding as an ACP company or project leader in a turnkey project. |
| <input type="checkbox"/> <b>C</b> Appointed by International Banks or Aid Agencies.                   | <input type="checkbox"/> <b>F</b> Other means (please describe)   |
|   | .....   |

**Notes:** Export Method is only applicable where services have been successfully exported.



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13. **Notable Projects Completed or In Progress for the PAST FIVE YEARS** (List where applicable)

Information to be listed here is to highlight your areas of specialisation.

	<u>Project Name &amp; Description (Brief)</u>	<u>Project Cost</u>	<u>Year Complete</u>	<u>Country</u>
A	..... ..... .....	RM .....	.....	.....
B	..... ..... .....	RM .....	.....	.....
C	..... ..... .....	RM .....	.....	.....
D	..... ..... .....	RM .....	.....	.....
E	..... ..... .....	RM .....	.....	.....
F	..... ..... .....	RM .....	.....	.....



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## 14. ACP Particulars

14.1 Name of Company

.....

14.2 Registration No.

.....

## 15. Details of Submitting Person for this Survey Form

15.1 Name

.....

15.2 Position/ Designation

.....

15.3 Contact Details

Tel: .....

Fax: .....

Email: .....

Web-Site: .....



THANK YOU FOR YOUR TIME AND EFFORT

