

BOARD OF ARCHITECTS MALAYSIA

(Peti Surat 12695, 50786 Kuala Lumpur)

GENERAL CIRCULAR NO. 4/1987 (REVISED 1991)

GUIDELINES FOR IN-HOUSE or SALARIED ARCHITECTS

This Circular is issued for the information and guidance of all Architects in salaried positions whether in the employment of architectural firms or in agencies in both the public and private sectors or in companies holding positions as "in-house Architects".

1. An Architect may hold a salaried position in the employ of an architectural firm, Government department or agency (statutory or private or commercial) or in an in-house architectural department of a firm or organisation subject to compliance with the following conditions :-
 - 1.1 That unless the Architect is a shareholder of the architectural practice, the Architect shall be designated as a "Salaried Architect".
 - 1.2 If employed in a firm or organisation which is not a body corporate recognised and approved by the Board to practise architecture or an architectural partnership, the Salaried Architect shall not be described or designated as an independent consultant.
 - 1.3 In the case of a firm or a body corporate approved by the Board to practise architecture or an architectural partnership, unless the Architect is a shareholder, partner or director; the Salaried Architect shall not be described or designated as an independent consultant.
 - 1.4 Salaried Architects in the employ of corporations other than Government or architectural practices may provide architectural services only to their employers. They shall not offer their services to clients or others parties other than their direct employers on the basis of remuneration irrespective of whether or not permission to do so is given to them by their employers.
 - 1.6 All salaried Architects are required to comply with all the provisions of the Architects Rules 1973 particularly in respect of Part IV Code of Professional Conduct and Conditions of Engagement and all the schedules therein or circulars as may be issued by the Board from time to time.
2. If in doubt about any situation, Architects should seek clarification from the Board.
3. All Salaried Architects shall notify the Board in writing immediately upon a change of their status or a change of their place of employment.
4. This Circular shall come into forced with immediate effect.

By order of the Board,



(HASAN bin MOHAMED)

Registrar

15 December 1987

(Revised 30 March 1991)