

BOARD OF ARCHITECTS MALAYSIA

(P.O. Box 12695, 50786 Kuala Lumpur)

GENERAL CIRCULAR NO. 4/1997

<p style="text-align: center;">STATUS REPORTS ON APPLICATIONS BY ARCHITECTS AND REGISTERED BUILDING DRAUGHTSMEN TO LOCAL AUTHORITIES FOR APPROVALS</p>

1. **Board to help improve effectiveness of Architects and registered Building Draughtsmen**

At its recent meetings the Board had decided that it can do more to improve the effectiveness of the contribution by Architects and registered Building Draughtsmen to the building industry. The measures which the Board intends to take include being more proactive in improving the environment in which registered persons practise by formulating proposals to streamline the approval process, forward planning of human resource requirements, rationalising any proposed legislation which gives an impact on the industry and such like. However, to enable the Board to develop the proposed measures, it is necessary for the Board to have available the basic information on the current status of the involvement in the industry by Architects and registered Building Draughtsmen.

2. **Half yearly returns to be submitted by Architects and registered Building Draughtsmen**

The Board therefore decided that, as a first step, all Architects and registered Building Draughtsmen will be required to furnish the Board with the basic information. This is achieved by completing and returning the enclosed forms **by not later than 31 January 1998, to cover all applications submitted to local authorities during the period from July to December 1997. The information to be returned are as explained on the forms. Thereafter, returns are to be submitted to the Board within one month after the end of every half year.**

3. **Cooperation from local authorities will also be sought**

The Board will also be seeking the cooperation of all local authorities to provide details of all applications received from registered persons.

4. **Collected data will be computerised and updated periodically**

The data supplied by both registered persons and local authorities will be entered in a database and updated periodically. Essential information can then be extracted and used for the various measures being planned by the Board to achieve its objectives.

5. **Confidentiality of data**

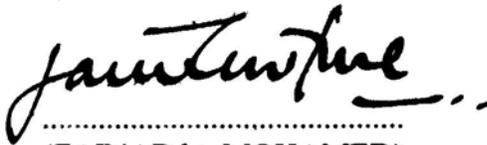
All data submitted to the Board will be treated with confidentiality and the sources will not be revealed to third parties.

6. Compulsory for returns to be submitted

All registered persons shall be required to complete and submit their returns to the Board by using Forms A1 and A2 for Architects, and Forms B1 and B2 for registered Building Draughtsmen, within the period stated.

The Board looks forward to the cooperation of all registered persons in responding promptly to these requirements.

By order of the Board.

A handwritten signature in black ink, appearing to read 'Zainab bt. Mohamed', written in a cursive style. The signature is positioned above a horizontal dotted line.

(ZAINAB bt. MOHAMED)

Registrar,
9 December 1997