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GENERAL CIRCULAR NO. 1/1988

REMINDER to Registered Building Draughtsmen on CERTIFICATES OF PROGRESS OF WORKS

1. This Circular is issued to all registered Building Draughtsmen following the increase in the number of complaints received by the Board lately pertaining to wrongful certification of the stage of completion of projects by registered Building Draughtsmen.
2. Registered Building Draughtsmen are reminded that all certificates prepared and issued by them must accurately describe the relevant stage of completion of the project irrespective of the purpose for which the certificate is issued. All Registered Building Draughtsmen must therefore follow the procedure described below prior to issuing any certificate:
 - (i) to visit the site and/or building personally and ascertain the actual progress of works;
 - (ii) to check all documents related to the certification to ensure their accuracy.
3. The attention of all registered Building Draughtsmen is specially drawn to this important reminder as any proven misconduct relating to the issuance of certificates of stages of completion will be dealt with seriously.

By Order of the Board,



(HASAN bin MOHAMED)

Registrar
Distribution:

All Board Members
All Registered Building Draughtsmen
Pertubuhan Akitek Malaysia
1 February 1988