



LEMBAGA AHLI GEOLOGI MALAYSIA

Aras 8, Menara PjH
No.2, Jalan Tun Abdul Razak, Presint 2,
62100 PUTRAJAYA

**PROCEDURE FOR REGISTRATION AS A GEOLOGICAL CONSULTANCY FIRM
(PARTNERSHIP)**

Every partnership desirous of registration as a Geological Consultancy Firm with the Board of Geologists (BoG), the major shareholding partner shall be a Registered Professional Geologist-

2. Application shall be made manually by submitting **FORM K2** together with payment and document as follows:

	ITEMS	EXPLANATORY NOTES
1.	FORM K2 - Application Form	Application form FORM K2 should be duly filled and signed. <i>Application forms for registration of Geological Consultancy Firm can be downloaded from BoG website www.bog.gov.my</i>
2.	Processing Fee - RM100.00 Courier service - RM15.00 (Optional)	Processing fee is not refundable. Payment can be made in the form of cash or bank draft, CDM, internet banking or any other form as determined by the Board, made payable to Lembaga Ahli Geologi. (Maybank Account: 564052522670). Applications without any proof of processing fee payment will not be processed. Charges of Registration Certificate delivered by courier service.
3.	Receipt for Processing Fee / Courier Service	A receipt will be issued for payment of registration processing fee and courier service.
4.	FORM L (Partnership)	To be completed and duly signed by all partners in the Partnership. At least 70% of its share equity held by Registered Professional Geologists. <i>Form L can be downloaded from BoG website www.bog.gov.my</i>

5.	FORM SD	<p>The Statutory Declaration Form to be duly filled and signed by all partners of the Partnership.</p> <p><i>Form SD can be downloaded from the BoG website www.bog.gov.my</i></p>
6.	Declaration Letter on Involvement in Geological Consultancy Firm.	<p>BoG has allowed Registered Professional Geologists (RPG) to be a principal/partner/director/shareholder of more than one Geological Consultancy firm (GCF). The RPG shall inform the BoG in writing stating clearly the name(s) and registration of the GCF that he/she is involved. This Declaration Letter on involvement shall be submitted by each partner using company letterhead in which he/she will be involve in.</p>
7.	Acknowledgement Letter on Registered Professional Geologist's Involvement in another Geological Consultancy Firm (if applicable).	<p>Acknowledgement letter by other Geological Consultancy Firms (GCF) that they are aware that the Registered Professional Geologist (RPG) is a principal/partner/director/shareholder of more than one geological consultancy firms.</p>
8.	Acknowledgement Letter by company other than Geological Consultancy Firm (if applicable).	<p>If a partner is involved in a company or companies other than geological consultancy firm, a letter of acknowledgment shall be obtained from the company concerned.</p> <p>The company or companies shall declare that it/they is/are aware of the partner's involvement in the GCF and have no objection for the partner to undertake geological services in the geological consultancy firm.</p>
9.	Partnership Agreement	<p>Please submit a certified copy of the Agreement between the Partners.</p>
10.	Registration of Business	<p>Submit certified true copy of Registration of Business.</p>