

Statutory Instrument No. of 2016

QUANTITY SURVEYORS' REGISTRATION ACT

(No. 21 of 2013)

QUANTITY SURVEYORS' REGISTRATION REGULATIONS, 2016

(Published on , 2016)

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SCHEDULES

IN EXERCISE of the powers conferred on the Minister of Infrastructure Science and Technology by section 50 of the Quantity Surveyors' Registration Act, and after consultation with the Council, the following Regulations are hereby made-

PART I – *Preliminary*

- | | |
|-----------------------|--|
| <i>Citation</i> | 1. These Regulations may be cited as the Quantity Surveyors' Registration Regulations, 2016. |
| <i>Interpretation</i> | 2. In these Regulations, unless the context otherwise requires-

“certificate of registration” means a certificate issued under regulation 5 (3);

“misconduct” means conduct referred to in regulation 19 (3);

“practice of quantity surveying” means the rendering of or offering to render any service or work the performance of which requires education, training and experience in the field of quantity surveying and the application of knowledge in the mathematical, physical and applied sciences to such services or work;

“practising certificate” means a certificate issued under regulation 14; |

“quantity surveying” means the range of services in the construction industry including production of bills of quantities and tender documentation, financial viability analyses, risk assessment and analysis, trending of scope and cost changes, estimation of construction costs, costs planning, cost & cash-flow control, cost management, value management, provision of advice on procurement methods, interim evaluations, final account settlements, claims formulation and assessment, contractual advice, and replacement costs for insurance purposes;

“quantity surveying documents” includes bills of quantities, specifications, costs estimates, construction budget and other tender documents, tender evaluation reports, cash-flow schedules, valuation reports, payment certificates, progressive and final accounts and financial control reports;

“quantity surveying work” means work related to quantity surveying;

PART II – *Registration*

Categories of registration

3. (1) A person who is resident in Botswana and is desirous to be registered in the quantity surveying profession shall apply to the Council to be registered as –

(a) a registered quantity surveyor; or

(b) a candidate quantity surveyor.

(2) A quantity surveyor who is registered under subregulation (1) (a) shall be entitled to undertake the practice of quantity surveying for gain or reward based on fee scales as determined by the Council from time to time.

(3) A quantity surveyor who is registered under subregulation (1) (b) shall perform quantity surveying work only under the direction and control of a quantity surveyor registered under subregulation (1) (a).

Procedure for registration

4. (1) An application for registration as -

(a) a registered quantity surveyor, shall be in Form 1 set out in the First Schedule; and

(b) a candidate quantity surveyor, shall be in Form 2 set out in the First Schedule.

(2) An application for registration under subregulation (1) shall be accompanied by –

- (a) a certificate of any qualification on which the applicant relies for registration and other documents as are necessary to support his or her application; and
- (b) a non-refundable application fee as set out in the Second Schedule.

(3) The Registrar may, in writing, require an applicant to provide such further information as the Registrar may consider relevant to the application.

(4) Where the Registrar is satisfied that an application meets the requirements of this regulation, he or she shall refer the application and any report he or she may make thereon to the Council.

Registration

5. (1) The Council shall direct the Registrar to register the applicant and issue him or her with a certificate of registration where it is satisfied-

- (a) in the case of an application for registration as a registered quantity surveyor, that the applicant -
 - (i) is ordinarily resident in Botswana;
 - (ii) meets the requirements prescribed by the Council under section 23 (b) and (c),
 - (iii) has either -
 - (aa) for a period of not less than two years, performed quantity surveying work under the direction of a quantity surveyor as provided for in section (d)(i); or
 - (bb) for a period of not less than ten years performed quantity surveying work of a variety, nature and standard referred to in section 23 (d)(ii), and
 - (iv) meets the requirements of section 23(e) of the Act, and;
 - (v) is not disqualified in terms of section 28; or
- (b) in the case of an application for registration as a candidate quantity surveyor, that the applicant -
 - (i) is ordinary resident in Botswana;

- (ii) meets the requirements prescribed by the Council under section 23 (b) and (c),
- (iii) has for a period of not less than *two years* performed quantity surveying work as provided in section 23 (d)(i) or (ii),
- (iv) has presented evidence of prior learning in quantity surveying, and
- (v) is not disqualified in terms of section 28.

(2) For the purposes of subregulation (1) (b)(iv) “prior learning” means the previous learning and experience of a learner, howsoever obtained, against the learning outcomes required for a specified qualification and the acceptance for the purposes of qualification of that which meets those requirements.

(3) Where the Council directs the Registrar to register an applicant the Registrar shall, within 30 days of such registration -

- (a) issue the applicant with a certificate of registration; and
- (b) record the registration in the register.

(4) A certificate of registration as -

- (a) a registered quantity surveyor, be in Form 3 set out in First Schedule.
- (b) a candidate quantity surveyor, shall be in Form 4 set out in the First Schedule.

(5) A certificate of registration issued in accordance with subregulation 5(4) (b) shall expire at the end of a period of 12 months from the date of issue.

Renewal of certificate of registration

6. (1) A candidate quantity surveyor shall within 60 days before the certificate of registration expires apply to the Council for the renewal of the certificate of registration.

(2) An application under subregulation (1) shall be in Form 5 set out in the First Schedule, and shall be accompanied by a fee as set out in the Second Schedule.

(3) The Council shall, where the applicant continues to meet the eligibility requirements, direct the Registrar to issue the candidate

quantity surveyor with a new certificate of registration as provided for under regulation 5(4) (b).

(4) Where an application for renewal is made within 60 days after the certificate of registration expires, the candidate quantity surveyor shall, in addition to the fee payable under subregulation (2), pay a penalty fee as set out in the Second Schedule.

(5) An application for renewal made more than 60 days after the certificate of registration expires shall be treated as a new application and the payment of fees under regulations 4(2) (b) and 11(1) shall be in addition to the payment of a penalty fee under subregulation (4).

*Temporary
registration*

7. (1) An application for temporary registration shall be –

(a) in Form 6 set in the First Schedule;

(b) accompanied by –

(i) a certificate of any qualification on which the applicant relies for registration and other documents as are necessary to support his or her application,

(ii) a non-refundable application fee set out in the Second Schedule;

(c) supported by a local registered quantity surveyor who is also the sponsor

(2) The Council shall direct the Registrar to register an applicant and issue him or her with a certificate of temporary registration where it is satisfied that the applicant meets the requirements specified in section 25.

(3) Where the Council directs the Registrar to register an applicant the Registrar shall within 30 days of such registration issue the applicant with a temporary certificate of registration.

(4) A certificate of temporary registration shall –

(a) be in Form 7 set out in the First Schedule; and

(b) expire on the original date of completion of the specific work for which the applicant has been engaged.

(5) A quantity surveyor who is registered under this regulation shall perform quantity surveying work only under the direction of the person referred to in subregulation (1) (c).

*Extension of
temporary
registration*

8. (1) Any person issued with a certificate of temporary registration under these Regulations shall, immediately notify the Council in writing should it be apparent that the work for which he or she was engaged will not be completed as originally scheduled.

(2) A written notification under subregulation (1) shall outline –

- (a) the original date of practical completion of the work;
- (b) the reasons for the delay in completing the work;
- (c) the revised date of practical completion of the work; and
- (d) any other pertinent information.

(3) The Council may, where it considers it necessary on receipt of a written notification under subregulation (1), direct the Registrar to extend temporary registration for a period as may be stipulated to enable proper completion and commissioning of the work.

(4) A person who fails to comply with the provisions of subregulation (1) shall be liable to an administrative fine not exceeding P2000.

Form of register

9. The register referred to in regulation 5 (3) (b) shall, in respect of each quantity surveyor, contain –

- (a) the date of entry of the quantity surveyor's name;
- (b) the name, postal and physical addresses, phone number, and e-mail address of the quantity surveyor;
- (c) his or her academic qualifications;
- (d) his or her registration number;
- (e) the category of registration;
- (f) the type of registration;
- (g) in the case of temporary registration or registration as a candidate surveyor, the duration of registration; and
- (h) such any other particulars as the Council may from time to time direct.

*Refusal to
register*

10. (1) Where the Council is not satisfied that an applicant meets the requirements of section 23 or 25, it shall refuse the application and notify the applicant, in writing, stating the reasons for the refusal.

(2) Where the Council has refused an application in terms of subregulation (1) the applicant shall not make another application before the expiration of 12 months after his or her last application.

Registration fees

11. (1) A person whose registration has been approved by the Council and has been duly notified of such approval of registration shall pay a registration fee as set out in the Second Schedule.

(2) A person who fails to pay the fee referred to in subregulation (1) within a period of 30 days from the date of notification shall be deemed to have withdrawn his or her application for registration under these Regulations.

(3) A subsequent application by a person referred to in subregulation (2) shall not be considered before the expiry of a period of six months from the date on which the previous application was approved, except if -

(a) the person pays the outstanding fees; or

(b) the Council is satisfied that the failure to pay the registration fee in respect of the previous application was for sufficient cause or reasons.

*Removal of name
from register*

12. (1) Where the Council directs the Registrar to remove the name of a quantity surveyor from the register under section 30(1), if proceedings under Part IV of the Act are being or are likely to be taken against the quantity surveyor, his or her name shall not be removed from the register until the proceedings have been concluded.

(2) Notwithstanding the removal of the name of a quantity surveyor from the register under this regulation, the quantity surveyor shall remain liable for any fee, arrears or administrative fines imposed by the Council during the period that he or she was registered.

*Restoration of
name to register*

13. An application for restoration of a name to the register shall be in Form 8 set out in the First Schedule and shall be accompanied by a fee set out in the Second Schedule.

PART III – Practising certificate

Issue of practising certificate

14. (1) Where Council directs the Registrar to register an applicant as a registered quantity surveyor the Registrar shall issue to the applicant a practising certificate in Form 9 set out in the First Schedule, upon payment of a practising fee specified in the Second Schedule.

(2) A practising certificate issued under these Regulations shall specify the address of the principal place of practice and all other places of practice of the registered quantity surveyor to whom the practising certificate is issued.

(3) A person issued with a practising certificate under subregulation (1) may, for purposes of marketing himself or herself use the title “Registered Quantity Surveyor (BW)” or RQS(BW) or such other title as may be approved by the Council.

(4) A quantity surveyor whose application for a practising certificate has been refused by the Council may, within 30 days after being notified of such refusal appeal to the Appeals Committee.

Cancellation of practising certificate

15. (1) A practising certificate issued to a quantity surveyor whose name has been removed from the register in terms of section 30 shall be deemed to have been cancelled on the date of the removal and the Registrar shall enter that date or such cancellation on the register.

(2) Any quantity surveyor whose practising certificate has been cancelled under this regulation may, within 30 days after being notified of such cancellation, appeal to the Appeals Committee.

Return of practising certificate

16. A quantity surveyor whose practising certificate has expired in terms of section 26(2) or has been cancelled in terms of regulation 15 shall return by registered letter to the Registrar his or her practising certificate within 30 days of the date upon which he or she is directed in writing by the Registrar to do so.

Renewal of practising certificate

17. (1) A quantity surveyor who has been issued with a practising certificate shall, within three months before the certificate expires, apply for renewal of the certificate.

(2) An application made under subregulation (1) shall be accompanied by an annual practising fee as set out in the Second Schedule.

(3) The Council shall, direct the Registrar to renew the practising certificate where it is satisfied that the applicant -

- (a) continues to meet the eligibility requirements and demonstrates the required standards of a quantity surveyor; and
- (b) has during the year preceding the application earned the minimum continuing professional development points in line with continuing professional development programme determined by the Council.

(4) Where an application for renewal of a practising certificate is made within 60 days after the certificate expires, the registered quantity surveyor shall, in addition to the fee payable under subregulation (2), pay a penalty fee as set out in the Second Schedule.

(5) An application for renewal of a practising certificate made more than 60 days after the practising certificate expires shall be treated as a new application and the registered quantity surveyor shall, in addition to the fees payable under subregulation (2) and regulation 11(1), pay the penalty fee under subregulation (4).

*Display of
certificate of
registration and
practising
certificate*

18. A quantity surveyor registered under these Regulations shall exhibit, and keep exhibited, in a prominent place on the business premises, the certificate of registration and, where applicable, practising certificate.

PART IV – Inquiry procedure

Misconduct

19. (1) The Council shall, in consultation with the Minister, set a Code of Conduct and Ethics for quantity surveyors.

(2) The Council shall be responsible for the administration of the Code of Conduct and Ethics and shall ensure that it is available to members of the public.

(3) A quantity surveyor who fails to comply with the Code of Conduct and Ethics commits a disciplinary offence termed improper or disgraceful conduct (in this Part referred to as “misconduct”).

*Investigation of
misconduct*

20. (1) The Council shall appoint an Investigating Committee to which the Council shall refer any matter referred to in section 28 (2), 36, 39, or 40.

(2) The Investigating Committee shall consist of three *members* one of whom shall be a registered quantity surveyor.

(3) Upon referral of a matter in terms of subregulation (1), the Investigating Committee shall–

(a) investigate the matter referred to it; and

(b) obtain evidence to determine whether in its opinion the quantity surveyor concerned may be charged and, if so, recommend to the Council the charge or charges that may be preferred against such quantity surveyor.

(4) The Investigating Committee shall not question the quantity surveyor concerned unless the Investigating Committee informs him or her that –

(a) he or she has the right to be assisted or represented by a legal representative or other person; and

(b) he or she is not obliged to make any statement and should he or she make any statement such statement may be used in evidence against such quantity surveyor.

(5) The Investigating Committee shall, after the conclusion of an investigation, submit a report making its recommendations to the Council regarding any matter referred to it in terms of this regulation.

Charge of misconduct

21. (1) The Council shall, after considering a report of the Investigating Committee, cause to be sent to a quantity surveyor against whom an allegation of misconduct is made, a notice in accordance with section 36(2), if the Council is satisfied that there are sufficient grounds for a charge to be preferred against such quantity surveyor.

(2) A notice referred to in subregulation (1) shall inform the quantity surveyor charged -

(a) of the details and nature of the allegation;

(b) that he or she shall in writing, admit or deny the allegation;

(c) that he or she may, together with the admission or denial submit a written explanation regarding the misconduct with which he or she is charged; and

(d) of the period, which shall not be less than 21 days, within which his or her admission or denial under paragraph (b) shall be submitted to the Council.

(3) If a quantity surveyor against whom an allegation is made in terms of subregulation (2) admits the allegation such admission shall be considered to be an unequivocal plea of guilt to misconduct as charged:

Provided that he or she shall first be given an opportunity to explain his or her conduct.

*Referral to
Disciplinary
Committee*

22. The Council shall refer for a hearing by a committee appointed by the Council under section 12 (hereinafter referred to as the "Disciplinary Committee"), any allegation of misconduct if a quantity surveyor against whom an allegation is made –

- (a) denies the allegation; or
- (b) fails to comply with regulation 21(2)(b).

*Inquiry
procedure*

23. (1) The Council may, for the purposes of a hearing, summon any person –

- (a) who in its opinion may be able to give material information concerning the subject matter of the hearing; or
- (b) who it believes has in his or her possession or custody or under his or her control any book, document or object which has any bearing on the subject matter of the hearing, to appear before the Disciplinary Committee to be questioned or to produce such book, document or object.

(2) A summons issued in terms of subregulation (1) shall be –

- (a) as set out on the Third Schedule;
- (b) served on the person concerned personally or by registered mail.

(3) The Disciplinary Committee may retain any book, document or object produced in terms of subregulation (1) for the duration of the hearing.

(4) The chairperson of the Disciplinary Committee shall call upon and administer an oath to, or take an affirmation from, any witness at the hearing who was summoned in terms of subregulation (1).

(5) At a hearing the quantity surveyor against whom an allegation is made –

- (a) may personally be present;
- (b) may be assisted or represented by a legal representative;
- (c) has the right to be heard;

- (d) may call witnesses;
- (e) may cross-examine any person called as a witness in support of the allegation; and
- (f) shall have access to any book, document or object produced in evidence;
- (g) may admit the allegation at any time before the Disciplinary Committee makes its determination; and
- (h) shall, in the case where he or she makes an admission in terms of paragraph (g), be deemed to be guilty of the alleged misconduct.

(6) The record of evidence which has a bearing on the charge before the Disciplinary Committee, and which was presented before any commission which investigated an event or conduct is admissible without further evidence being led if –

- (a) the record is accompanied by a certificate from the chairperson of such commission; and
- (b) the certificate certifies that the investigation was lawful, reasonable and procedurally fair.

(7) If the misconduct with which the quantity surveyor is *charged* amounts to an offence of which he or she has been convicted by a court, a certified copy of the court record shall be sufficient proof of the commission by such quantity surveyor of the alleged misconduct charged, unless the conviction has been set aside on appeal.

*Proceedings
after hearing*

24. (1) The Disciplinary Committee shall within 30 days after the conclusion of a hearing –

- (a) make a determination on whether a quantity surveyor is guilty of misconduct;
- (b) where a quantity surveyor is found guilty of misconduct, take cognizance of any aggravating or mitigating circumstances;
- (c) inform the quantity surveyor and the Council of its finding; and
- (d) inform the quantity surveyor of his or her right of appeal.

(2) A quantity surveyor who is found guilty of misconduct in terms of these Regulations may –

- (a) address the Disciplinary Committee in mitigation; and
- (b) call witnesses to give evidence on his or her behalf in mitigation.

(3) Where in its determination the Disciplinary Committee finds a quantity surveyor guilty of any allegation made against him or her, the Disciplinary Committee may recommend to the Council any of the sanctions set out under section 38.

(4) The Council shall publish the findings and the sanction imposed in terms of subregulation (3) in the *Gazette* and any newspaper with nation-wide circulation.

PART V – *Miscellaneous*

Fees

25. The fee payable:–

- (a) in respect of the inspection of the register in accordance with section 22 (2); or
- (b) in respect of a duplicate certificate of registration issued in terms of section 26(4) (c)

shall be as set out in the Second Schedule.

Publication of names of quantity surveyors, etc

26. (1) The Registrar shall annually publish by notice in the *Gazette*, Council website and any newspaper with nation-wide circulation a list containing:–

- (a) the names, addresses and qualifications of quantity surveyors remaining on the register; and
- (b) the names and addresses of quantity surveyors removed from the register.

(2) The Registrar shall as soon as may be practicable after a practising certificate is cancelled cause to be published by notice in the *Gazette*, Council website and any newspaper with nation-wide circulation the names and addresses of a quantity surveyor whose practising certificate has been cancelled.

Quantity surveyor's official rubber stamp

27. (1) The Council shall issue an official rubber stamp to a registered quantity surveyor who is issued with a practising certificate under regulation 14 for use when approving or certifying quantity surveying documents.

(2) An approval or certification given by a quantity surveyor referred to in subregulation (1) shall, in addition to such quantity surveyor's signature and date, have the quantity surveyor's rubber stamp affixed thereto.

(3) The Council may authorise the use of an electronic form of official rubber stamp.

Transitional provisions

28. (1) Any person who at the time of publication of these Regulations is in the process of performing quantity surveying work for which construction has commenced on site shall, within 60 days from publication of these Regulations, submit to the Council information in writing in respect of all quantity surveying work which he or she seeks exemption from the requirements of these Regulations.

(2) The information submitted under subregulation (1) shall include

- (a) the name of the quantity surveyor in charge of the performance of the quantity surveying work;
- (b) name and contact details of the project sponsor;
- (c) description and location of the project;
- (d) gross floor area and total construction cost of the project;
- (e) date of commencement on site and date of practical completion;
- (f) local resources deployed on the project including –
 - (i) staff compliment, number, qualification and experience,
 - (ii) office facilities and professional indemnity insurance, and
 - (iii) limit of cover, and validity period of cover; and
- (g) any other pertinent information.

(3) The Council shall within 30 days of receipt of information under subregulation (1) issue, to any person a letter of exemption on such conditions as the Council may determine enabling such person to complete the quantity surveying as specified in the information submitted to the Council.

(4) An exemption under this regulation shall be for a specific project and shall be for a period stipulated in the letter of exemption.

SCHEDULES

FIRST SCHEDULE

FORM 1
(reg.4 (1) (a))

**APPLICATION FOR REGISTRATION AS A REGISTERED QUANTITY
SURVEYOR**

I hereby apply to have my name placed in the Register of the Quantity Surveyors' Registration Council as a Registered Quantity Surveyor

I enclose copies of my educational qualifications and details of my experience

I enclose my Report on Post-Graduate Quantity Surveying Experience.

☐ I have not been convicted of any criminal offence in a court of law and/or knowingly been investigated in connection with a criminal offence in any country.

☐ I have been convicted of a criminal offence in a court of law and/or knowingly been investigated in connection with a criminal offence in any country. The particulars of such offence are as follows:

I hereby declare that if I am registered, I shall perform my duties and discharge my responsibilities in compliance with:

- 1) The Quantity Surveyors' Registration Act and Registration Regulations; and
- 2) Code of Ethics & Professional Conduct Standards for Quantity Surveyors

I hereby authorize the Quantity Surveyors' Registration Council to seek verification on the information submitted in any manner and by any means as it deems appropriate.

Name: _____ Date: _____

Signature: _____

1. DOCUMENTS TO BE SUBMITTED

Item	Particulars	(Please tick)
1	Application shall be accompanied with an application fee payable directly to the Quantity Surveyors' Registration Council bank account	
2	Copy of educational certificates	
3	Copy of Botswana identity document / residence permit	
4	Summary of post graduate professional experience	
5	Report on post-graduate quantity surveying experience	
6	Copy of professional registration certificate with other regulatory body(ies)	
7	Copy of membership certificate(s) of professional institution(s)/bodies	
8	Two personal references confirming good conduct and character	

1.1: PERSONAL DETAILS

1: TITLE	2: FIRST AND MIDDLE NAMES	3: SURNAME	4: GENDER			
				M		F

5: NATIONALITY	6: ID NO. (for Botswana Citizens)	7: PASSPORT DETAILS (Non Botswana Citizens)	
		Country:	
		No.	
		Expiry Date:	

8: POSTAL ADDRESS	9: PHYSICAL ADDRESS	10: CONTACT DETAILS	
		Tel:	
		Fax:	
		Mobile:	
		email:	

A1.2: CURRENT EMPLOYMENT DETAILS

11: NAME OF ORGANISATION	12: DESIGNATION	13: CONTACT DETAILS	
		Tel:	
		Fax:	
		Website (if any)	

		Postal Address:	
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A1.3: ACADEMIC HISTORY

(NOTE: Attach certified copies of certificates)

14: ACADEMIC QUALIFICATION(S)				
Level of Qualification (e.g. Certificate, Diploma, Degree, etc.)	Course of Study	Years of Attendance		Awarding Institution
		From	To	

A1.4: MEMBERSHIP OF QUANTITY SURVEYING INSTITUTIONS/PROFESSIONAL BODIES/ PROFESSIONAL REGISTRATION WITH OTHER QUANTITY SURVEYING COUNCILS

15: MEMBERSHIPS				
Name of Institution/Registration Body	Country	Class of Membership or Registration	Membership/ Registration No.	Expiry date (if any)

A1.5 SUMMARY OF POST-GRADUATE QUANTITY SURVEYING WORK EXPERIENCE

Date of Employment		Title and Cost of project/ position held/ degree of responsibility	Name and Address of Employer	Contact details of employer (telephone, fax and e-mail)
From	To			

1. Statement on Post-Graduate Quantity Surveying Experience

- (a) The applicant is required to submit short statements of not more than 4,000 words covering each competency as indicated in the Registration Policy, (word count of the report should be indicated). The applicant is required to demonstrate in detail the competencies and his or her involvement in not more than four projects that he or she regards as the highlight of his or her professional experience in Quantity Surveying.
- (b) For each competency, the applicant shall describe his or her involvement in the management, contractual, financial control and other areas that he or she was involved in. He or she shall describe his or her personal contribution and responsibilities.
- (c) In preparing his or her report, he or she shall refer to the Checklist for Professional Assessment Competence Element / Performance Indicators and demonstrate how he or she has achieved all of the elements of competence in the Checklist.

2. Certificate of Good Character and reputation

For the purpose of Section 28(1) (b) (ii) of the Quantity Surveyors' Registration Act, two certificates of good conduct and character of the applicant shall be given by two responsible persons who are not immediately related to the applicant, but who have known the applicant for two years or more and have had opportunities of judging his or her conduct and character.

I _____ (name)
as _____ (designation)
of _____ (organisation and address)

certifies that I have, in a professional manner, known

_____ (name of applicant)

From _____ To _____
(mm/yyyy) (mm/yyyy)

I had the opportunities of judging his/her character, this is to say;

I believe him/ her to be a person of good conduct and a fit and proper person to be registered as a Quantity Surveyor in Botswana.

Dated this _____ day of _____ 20____

Signature: _____

3. PAYMENTS

***Please refer to the fee schedule**

- (1) The accepted method of payment is direct deposits into the QSRC bank account
 - (a) No cash will be accepted at QSRC Offices. Cheques sent to QSRC by post will also not be accepted. QSRC will take no responsibility for cheques lost in the post or intercepted and fraudulently banked in another party's bank account.
 - (b) When payments are made at the Bank, an applicant must quote their Omang Number (Citizens) or Passport Number (Non-Citizens).

QSRC Banking Details

Account name : **Quantity Surveyors' Registration Council**
Bank Name : First National Bank
Branch name : First Place
Branch code : CBD 281467
Account No : 62522717555

APPLICATION FOR REGISTRATION AS A CANDIDATE QUANTITY SURVEYOR

I hereby apply to have my name placed in the Register of the Quantity Surveyors' Registration Council as a Candidate Quantity Surveyor.

I enclose copies of my educational qualifications and details of my experiences

☐ I have not been convicted of any criminal offence in a court of law and/or knowingly been investigated in connection with a criminal offence in any country.

☐ I have been convicted of a criminal offence in a court of law and/or knowingly been investigated in connection with a criminal offence in any country. The particulars of such offence are as follows:

I hereby declare that if I am registered, I shall perform my duties and discharge my responsibilities in compliance with:

- 1) The Quantity Surveyors' Registration Act and Registration Regulations; and
- 2) Code of Ethics & Professional Conduct Standards for Quantity Surveyors.

I hereby authorize the Quantity Surveyors' Registration Council to seek verification on the information submitted in any manner and by any means as it deems appropriate.

Name: _____ Date: _____

Signature: _____

Item	Particulars	(Please tick)
1	Application shall be accompanied by an application fee payable directly to the Quantity Surveyors' Registration Council bank account.	
2	Copy of educational certificates	
3	Copy of academic transcripts showing subjects taken	
4	Copy of Botswana identity document / residence permit	
5	Copy of registration certificate (s) with other regulatory body (ies)	
6	Copy of membership certificate(s) of professional institution(s)/bodies	
7	Summary of post graduate experience	

A1.1: PERSONAL DETAILS

1: TITLE	2: FIRST AND MIDDLE NAMES	3: SURNAME	4: GENDER (please			
				M		F

5: NATIONALITY	6: ID NO. (for Botswana Citizens)	7: PASSPORT DETAILS (Non Botswana Citizens)	
		No.	
		Expiry Date:	

8: POSTAL ADDRESS	9: PHYSICAL ADDRESS	10: CONTACT DETAILS	
		Tel:	
		Mobile:	
		email:	

A1.2: CURRENT EMPLOYMENT DETAILS

11: NAME OF	12: DESIGNATION AND JOB DESCRIPTION	13: CONTACT DETAILS	
		Tel:	
		Fax:	
		Website (if any)	

1.3: ACADEMIC HISTORY

(NOTE: Attach certified copies of certificates)

14: ACADEMIC QUALIFICATION(S)				
Level of Qualification (e.g. Degree, Diploma, etc.)	Course of Study	Years of Attendance		Awarding Institution
		From	To	

A1.4: MEMBERSHIP OF QUANTITY SURVEYING INSTITUTIONS/PROFESSIONAL BODIES/ PROFESSIONAL REGISTRATION WITH OTHER QUANTITY SURVEYING COUNCILS

15: MEMBERSHIPS				
Name of Institution/Registration Body	Country	Class of Membership or Registration	Membership/ Registration No.	Expiry date (if any)

A1.5: SUMMARY OF POST-GRADUATE QUANTITY SURVEYING WORK EXPERIENCE

***Please indicate as not applicable if you have no work experience**

Date of Employment		Title and Cost of project, position held, degree of responsibility	*Competence Elements Acquired (Refer to Appendix A)	Name and Address of Employer	Contact details of employer (telephone, fax, email)
From	To				

CERTIFICATE OF REGISTRATION: REGISTERED QUANTITY SURVEYOR)

QUANTITY SURVEYORS' REGISTRATION COUNCIL

This is to certify that

has been registered in accordance with the applicable provisions of the
Quantity Surveyors' Registration Act, (No. 21 of 2013) as a

Registered Quantity Surveyor

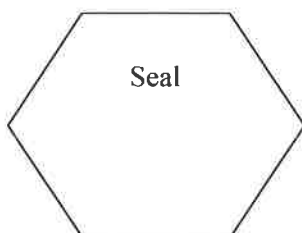
And permitted to use the designation of RQS (BW)

Registration No.

This _____ day of _____, 20____

Registrar

Chairperson



CERTIFICATE OF REGISTRATION (CANDIDATE QUANTITY SURVEYOR)

QUANTITY SURVEYORS' REGISTRATION COUNCIL

Certificate of Registration

That is to certify that:

.....
Has been registered in accordance with the applicable provisions of the Quantity Surveyors'
Registration Act (No. 21 of 2013) as a

Candidate Quantity Surveyor

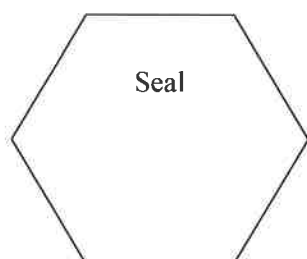
Registration No.

.....
Date Issued

.....
Expiry Date

.....
Chairperson

.....
Registrar



**APPLICATION FOR RENEWAL OF CERTIFICATE OF REGISTRATION
(CANDIDATE QUANTITY SURVEYOR)**

Name:

Other Names:.....

Postal Address:.....

Telephone Number:

Registration No:

To:

The Registrar
Quantity Surveyors' Registration Council
Botswana

I,hereby apply for the renewal of my certificate of
registration which expires/expired on.....day of

Date:.....

.....

Signature of Applicant

For Office Use Only

Date received.....

Receipt No.....

Signature of Registrar.....

Issued in terms of the Quantity Surveyors' Registration Act (No. 21 of 2013)

APPLICATION FOR TEMPORARY REGISTRATION AS A REGISTERED QUANTITY SURVEYOR

A1.1: PERSONAL DETAILS

1: TITLE	2: FIRST AND MIDDLE NAMES	3: SURNAME	4: GENDER (please tick)			
				M		F

5: NATIONALITY	6: PASSPORT DETAILS (Non Botswana Citizens)	
	No.	
	Expiry Date:	

7: POSTAL ADDRESS	8: PHYSICAL ADDRESS	9: CONTACT DETAILS	
		Tel:	
		Mobile:	
		email:	

A1.2: CURRENT EMPLOYMENT DETAILS

10: NAME OF ORGANISATION	11: DESIGNATION	12: CONTACT DETAILS	
		Tel:	
		Fax:	
		Website (if any)	

A1.3: ACADEMIC HISTORY

(NOTE: Attach certified copies of certificates.)

13: ACADEMIC QUALIFICATION(S)				
Level of Qualification (e.g. Degree, Diploma, etc)	Course of Study	Years of Attendance		Awarding Institution
		From	To	

A1.4: MEMBERSHIP OF QUANTITY SURVEYING INSTITUTIONS/PROFESSIONAL BODIES/ PROFESSIONAL REGISTRATION WITH OTHER QUANTITY SURVEYING COUNCILS

14: MEMBERSHIPS				
Name of Institution/Registration Body	Country	Class of Membership or Registration	Membership/Registration No.	Expiry date (if any)

A1.5: SUMMARY OF POST-GRADUATE QUANTITY SURVEYING WORK EXPERIENCE

Date of Employment		Title and Cost of project, position held, degree of responsibility	Name and Address of Employer	Contact details of employer (telephone, fax and em-mail)
From	To			

1.6 DESIGNATED WORK IN BOTSWANA

- (a) Position to be held: _____
- (b) Name and address of company or government department offering employment/assignment:

- (c) Description of project: _____

- (d) Duration of assignment (stipulate dates): from _____ to _____

- (e) Contact person of company or government department offering employment/assignment:

Name: _____ Tel No: _____

E-mail: _____

1.7 LOCAL SPONSOR

Name of Sponsor: _____

Registration No: _____

Address: _____

Tel No: _____ Fax No: _____

E-mail: _____

1.8 ENDORSEMENT BY SPONSOR

Name: _____ Signature: _____

Designation: _____

Company/Organization: _____

Date: _____

1.9 DECLARATION BY APPLICANT

I, (name) _____ as a citizen of (country) _____

_____ and holder of passport/ identity card number _____

do solemnly and sincerely declare that I have been engaged by (company name) _____

_____ of address _____

_____ in the position of _____ with further particulars
as furnished below:

(a) Description of project and applicant's assignment:

(b) Duration of assignment (stipulate dates): from _____ to _____

I make this solemn declaration conscientiously believing the same to be true,

(Signature of Applicant)

This day _____ (day) of _____ (month) _____ (year)

Before me: _____
(Commissioner of Oaths)

1.10 DECLARATION BY SPONSOR

I, (name) _____ as a

Registered Quantity Surveyor of Registration No: _____ and ID. No. _____

and being the sponsor of (name of applicant): _____

hereby certify the details given by the applicant for Temporary Registration are true.

I make this solemn declaration conscientiously believing the same to be true.

(Signature of Sponsor)

1.11 CRIMINAL RECORD

☐ I have not been convicted of any criminal offence in a court of law and/or knowingly been investigated in connection with a criminal offence in any country.

☐ I have been convicted of a criminal offence in a court of law and/or knowingly been investigated in connection with a criminal offence in (name of country).

Name: _____

Signature: _____

Date: _____

2. DOCUMENTS TO BE SUBMITTED WITH THIS FORM

Item	Particulars	(Please tick)
1	Application shall be accompanied by an application fee payable directly to the Quantity Surveyors' Registration Council bank account.	
2	Copy of educational certificates	
3	Copy of Botswana work permit	
4	Detailed Curriculum Vitae	
5	Report on Post-graduate Quantity Surveying Experience	
6	Copy of Professional Registration certificate(s) with other regulatory body(ies)	
7	Copy of membership certificate(s) of professional institution(s)/ bodies	

3. **CERTIFIED TRUE COPY**

All non-original documents submitted with this application must be duly certified.

4. **STATEMENT ON POST-GRADUATE QUANTITY SURVEYING EXPERIENCE**

- (a) The applicant is required to submit short statements of not more than 4,000 words covering each competency as indicated in the Registration Policy,(word count of the report should be indicated). The applicant is required to demonstrate in detail the competencies and his or her involvement in not more than four projects that he or she regards as the highlight of his or her professional experience in Quantity Surveying.
- (b) For each competency, the applicant shall describe his or her involvement in the management, contractual, financial control and other areas that he or she was involved in. He or she shall describe his or her personal contribution and responsibilities,
- (c) In preparing his report, he or she shall refer to the Checklist for Professional Assessment Competence Element / Performance Indicators and demonstrate how he or she has achieved **all** of the elements of competence in the Checklist .

CERTIFICATE OF TEMPORARY REGISTRATION

QUANTITY SURVEYORS' REGISTRATION COUNCIL

This is to certify that

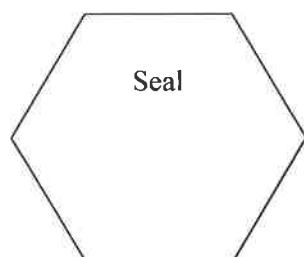
_____ is temporarily registered as a

From _____ to _____

in respect of

_____ (specify the work)

in terms of the Quantity Surveyors' Registration, Act, (No. 21 of 2013)



Registrar:

Chairperson

Date:

Registration Number:

APPLICATION FOR RESTORATION OF NAME TO REGISTER

CONTACT DETAILS

Full name:	Registered No:
Business/ Employer name and address	
Business details:	
Bus./Employer Phone Number:	
Mobile Phone Number:	
Fax Number:	
Email Address:	

FITNESS TO PRACTISE

If your answer to any of the following questions is “Yes”, please provide details on separate but attached page/s.

<p>Do you have a conviction, for any of the following:</p> <p>(a) a criminal offence;</p> <p>(b) an offence under the Quantity Surveyors’ Registration Act; or</p> <p>(c) any other offence relating to the practice of quantity surveying or any law applicable in any country?</p> <p>(d) has there been a cancellation, suspension or order made against your registration to practise as a Quantity Surveyor on disciplinary grounds under any law applicable in Botswana or elsewhere, or your membership of an association of professional Quantity Surveyors, whether in Botswana or elsewhere.</p>	<p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p>
<p>Has any application by you for registration as a quantity surveyor been refused by the Council or any registration Council?</p> <p>Prior to this application –</p> <p>i) have you been made bankrupt;</p> <p>ii) have you entered into composition with your creditors; or</p> <p>iii) have your as a debtor, other taken, or applied to take, advantage of any law about bankruptcy?</p>	<p>Yes / No</p>
<p>Is there any other issue which could affect your ability to competently practise as a quantity surveyor, including for example the current state of your mental or physical health?</p>	<p>Yes / No</p>

<p>CPD – have you maintained competency in the practice of quantity?</p> <p>Are you currently registered under an approved CPD Assessment Scheme</p> <p>NAME OF SCHEME:.....(approved scheme must be identified here in order to satisfy ‘yes’, otherwise your application will be recorded as a ‘no’)</p>	<p>Yes / No</p> <p>Yes / No</p>
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Applicant’s Declaration

I,(name of applicant), do hereby make application for my name to be restored to the register and by virtue of the particulars contained in this application sincerely declare that the particulars shown in this application and also in any other documents provided with this application are true and correct in every particular.

Applicant’s Signature:

Date:

<p>On completion of the application, Please forward it to together with any documentation required, and your fees to</p>	<p>The Registrar Quantity Surveyors' Registration Council Plot 39, Unit 2, GICP P.O. Box 53778 Kagiso Mall, Broadhurst GABORONE</p> <p>Telephone: + 267 395 6170 Fax: + 267 395 6178</p>
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PRACTISING CERTIFICATE

QUANTITY SURVEYORS' REGISTRATION COUNCIL
PRACTISING CERTIFICATE

The Quantity Surveyors' Registration Council Certifies That

Is Entitled To Practice As A Registered Quantity Surveyor

In Botswana, Subject To Compliance With The Quantity Surveyors'

Registration Act, (No. 21 of 2013)

Practicing Certificate Number:

Registration Number:

Date of Issue:

Expiry Date:

This certificate remains the property of the Quantity Surveyors' Registration Council and must not in any circumstances be altered or other defaced. Quantity Surveyors' Registration Council retains the right to demand the return of this certificate at any time.

REGISTRAR

SECOND SCHEDULE

(regs. 4(2) 6(2), 6(4), 7(1) 11(1) 13, 14(1), 17(2), 17(4), 25)

Schedule of Fees

Item	Type of Fee	Amount (BWP)
Registered Quantity Surveyor Category		
1	Application for registration	1,500
2	Registration Fee	2,500
3	Annual Practising Certificate	2,000
4	Late renewal of Practising Certificate	50 per day
5	Temporary Registration Fee	20,000
Candidate Quantity Surveyor Category		
6	Application for registration	500
7	Registration fee	1 000
8	Annual renewal of registration	500
9	Late renewal of certificate of registration	10 per day to a maximum of P500
10	Restoration to the Register	2,500
11	Duplicate Certificate	500
Inspection of the Register		
12	Inspection of register or related document	100
13	Copy or extract from the register or related document	10 per page

THIRD SCHEDULE

(reg. 23 (2))(a)

WITNESS SUMMONS

To.....

You are hereby notified that a hearing in terms of regulation 24(1) of the Quantity Surveyors' Registration Regulations, ("the Regulations") will be held at.....on the.....day of20.....at.....when a charge of alleged professional misconduct against.....will be considered.

The Quantity Surveyors' Registration Council is of the opinion that you may be able to give material information concerning this inquiry. You are requested to provide the hearing with the following documents that you may have in your possession:-

1. All documents including electronic documents relating in any way to, or recording of any of the matters related to this inquiry.
2. Minutes and notes (including agendas and pre-meeting literature) etc. relating to all and any meetings where any of the aforesaid matters were discussed.
3. Plans, specifications, designs and/or one or more of the documents as set out in the list below.

Therefore, in terms of regulation 23(1) of the Regulations, you are hereby summoned to appear before the Disciplinary Committee of the Council at the time and place specified above, to give evidence and to produce the documents specified below.

Your attention is respectfully directed to the provisions of section 37 of the Quantity Surveyors' Registration Act, copy of which are enclosed.

Served on.....

.....
Signature

By:.....

.....
Designation/ Capacity

DOCUMENT LIST

The following specific documents which may be directly or indirectly related to the inquiry should be produced:

- 1.
- 2.
- 3.
- 4.