

APPLICATION FOR MEMBERSHIP and REGISTRATION

CHECKLIST

- Completed Application forms for Membership and Registration.
- A passport photo
- Payment of the Appropriate Non Refundable Application fees
- Originally Certified copies of the qualification(degree) and transcripts must read **“this is the true copy of the original copy sighted”** and sign by a PNG Registered Engineer or Notary / Commission of Oaths in PNG or Justice of Peace (resident overseas). **Certified transcripts must be enclosed.**
 - * Certified copies of English Translation of other Languages Qualifications must be certified and provided.
- Certified copies of Certificates of Membership of Other Professional Institutions and confirmation letter confirming their current status of membership (eg. IEAust or IPENZ)
- Letter of Identification from Employer / Organization stating that the applicant’s position title, main responsibilities and the period of registration.
- Copy of the Job Description
- Certified copy of the CV of professional engineering work experience and these must be verified by employer or supervisor. Certified copies of the Curriculum Vitae detailing all engineering experience (management, investigations, costing/calculations, design works/drawings, commissioning, construction, implementation, operation or production) since graduation. **The CV must be detailed, comprehensive and in chronological order from graduation to date.**

Note:

- Degree holders – eligible for Member and Fellow
- Diploma & Certificate holders – eligible for Technician membership
- Other engineering related field – eligible for Companion membership

- If you require a WORK PERMIT SUPPORT LETTER, please write a formal letter to request for the release of this letter **stating the duration of work permit** applied for. Letter relating to WORK PERMIT is considered only when the applications are completed and correctly filled out with ALL the required attachments.

<u>IEPNG Office Use Only</u>	
Name of Applicant : _____	National / Expatriate : _____
Application Number : _____	Date Posted : _____
Approved for Work Permit : Yes / No	Date Approved : _____
Approved by Assessment Committee : Yes / No	Date Approved : _____
Approved by Board : Yes / No	Date approved : _____
Membership Roll No : _____	Registration No : _____



THE INSTITUTION OF ENGINEERS PAPUA NEW GUINEA INC.

Post Office Box 881 WAIGANI NCD 131, Papua New Guinea

Phone: (675) 325 8763 or 325 8765 Facsimile: (675) 325 8718 Email: ToksyTanabi@iepng.org.pg

APPLICATION FOR MEMBERSHIP & REGISTRATION

- 1. Non refundable application fee must accompany this application.
- 2. Attach recent passport size photo of applicant.

PART ONE: CATEGORY APPLYING FOR

1. Application FORM for: **ADMISSION** or **TRANSFER** TO (Tick only ONE of the following) :

Fellow	Member	Companion	Technician	Graduate	Student
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Is the applicant a : CITIZEN or NON CITIZEN
(Please tick the appropriate box)

WORK PERMIT PERIOD FROM: ___/___/___ TO: ___/___/___
(Only applicable to NON Citizen)

PART TWO: PERSONAL DETAILS OF APPLICANT

2. **Name** : Title: _____ Surname: _____ Other Names in Full : _____

3. Office Telephone Number: _____ 4. Office Fax No: _____ Email: _____

5. Permanent Postal Address for Correspondence _____ 6. Date of Birth : ___/___/___ Age: _____

_____ 7. Place of Birth: _____

_____ 8. Years Resident in PNG: _____

_____ 9. Branch of Engineering: _____

10. **Academic Qualifications**

The applicant MUST provide Certified PROOF of ACADEMIC QUALIFICATIONS as an attachment to this application.

Have you attached a CERTIFIED copy of your academic qualification ? : YES / NO

Have you attached a CERTIFIED copy of your academic TRANSCRIPT ? : YES / NO

11. **Professional Membership**

Membership of Other Professional Institutions/Societies/Registrations Etc.

Name : _____	Current Grade/Class: _____	Election Date : ___/___/___
Name: _____	Current Grade/Class: _____	Election Date : ___/___/___

12. **Letter of IDENTIFICATION from EMPLOYER / ORGANISATION:**

Every application must have a LETTER OF IDENTIFICATION FROM the applicants EMPLOYER/ORGANISATION stating that the Applicant will be working solely for the Organization during the entire period of registration Plus what position (title) and the main job responsibilities the applicant will be responsible for.

Is the LETTER OF IDENTIFICATION attached to this application : Yes / NO

PART THREE: EMPLOYMENT AND PROFESSIONAL EXPERIENCE

13. (A) EMPLOYER DETAILS

Name of Employer / Organization: _____

Postal Address: _____

City: _____ Postal Code: _____ State: _____

Office Telephone Number: _____ Office Fax No. _____ Office Email: _____

Contact Person: _____ Designation : _____

(B) PROFESSIONAL EXPERIENCE

The applicant MUST provide a DETAILED write up of the Professional Engineering work he/she has undertaken in the last five (5) years as a MANDATORY attachment to this application. It is also MANDATORY that the work experience stated in the report is verified as true and correct by a PNG Registered Engineer OR by a duly certified Commissioner of Oaths / Justice of Peace.

Have you attached the DETAILED write up of the Engineering works report? : YES / NO

Has the report been VERIFIED / CERTIFIED? : YES / NO

14. **APPLICANTS DECLARATION**

I hereby certify that the particulars given on this form and the attachments are true, complete and correct and agree to be bound by the Code of Ethics, the Constitution and the regulations of the Institution.

Signature _____ Date: ____/____/20____

OFFICE USE ONLY

Comments by Assessment Committee and Signature

GUIDANCE NOTES FOR COMPLETING THE FORM

complete this form in black ink or typewritten for legibility and photocopying

1) **PART 1 CATEGORY APPLYING FOR** – (MANDATORY – must be filled in)

Item 1 - Application FORM for:

If you are joining IEPNG for the first time then put a circle or tick in the Admission Box.

If you are already a member and want to upgrade to the next category put a circle or tick in the Transfer Box.

In the To Category, put a circle or tick in the Category of Membership (Fellow, Member, Companion, Technician, Graduate, Student) refer to details or criteria of each category on Section 5 of the Constitution.

Former Members of the Institution who wish to re-apply for membership must make application on this form for re-admission.

If you are Citizen applying for membership then put a circle or tick in the CITIZEN Box.

If you are Non-Citizen applying for membership then put a circle or tick in the NON-CITIZEN box and fill in the work permit period from that year to expiry year.

2) **PART 2 PERSONAL DETAILS OF APPLICANT** – (MANDATORY – all items to be filled in)

Item 2 – Name

If you are male applying, write the title how you want to be addressed for MR/DR and if female married & using husband's name, write MRS and for single/young ladies, circle MISS/MS.

Item 3, 4 & 5 – Contact Details

For the telephone number, write the number you will be contacted while working in PNG

For the facsimile number, write the number you will be contacted while working in PNG

For the email address, write the email address you will be using while working

For Postal Address for Correspondence, write the address that is convenient for receiving correspondence from the Institution efficiently.

Item 6 – Date of Birth and Age

Fill in the date, month and year you were born and your current age

Item 7 – Place of Birth

Country of Birth or country you were born

Item 8 – Years Residence in PNG

Duration of residency in Papua New Guinea or for PNG nationals should state 'Born in PNG'

Item 9 – Branch of Engineering

Use as Civil, Electrical Communications, Electrical Power, Mechanical, Mining, Mineral Processing, etc.

Item 10 – Academic Qualifications (MANDATORY – must be provided)

a) Provide a certified proof of Academic Qualifications from a University or College attended

b) Provide a certified proof of Academic Transcripts from that particular University or College attended

Item 11 – Membership of Other Professional Institutions/Societies/Boards/Registrations etc.

If you are Member of Other Professional Institutions /Societies/Boards/Registrations etc, you fill this section with the name of the Institution of which you are member that is recognized by IEPNG, your current class of membership, the election date.

Institutions Recognized by IEPNG are: Engineers Australia/Hong Kong Institution of Engineers/Institution of Professional Engineers New Zealand/South Africa Engineering Council /Institution of Civil Engineers, UK/American Society of Professional Engineers/Canadian Council of Professional Engineers/Ireland Institution of Engineers/The Engineering Council, UK/USA Accreditation Board for Engineering Technology and Institution of Engineers Malaysia /Germany/Japan/Singapore.

Item 12 – Letter of IDENTIFICATION from EMPLOYER / ORGANIZATION – (MANDATORY – must be provided)

A letter of identification or confirmation of employment from Employer/Organization stating the applicant's position title, the period or duration of employment plus the main duties and responsibilities of the applicant will be responsible for.

Attach copy of the Job Description.

3) **PART 3 CURRENT EMPLOYMENT DETAILS AND PROFESSIONAL WORK EXPERIENCE** - MANDATORY

Item 13 (A) – Employer Details – (MANDATORY – must be provided)

a) State the name of the Employer you will be working for, the postal address, location of business, telephone contact number, facsimile number and email address

b) State the Name of the Contact Person in the organization; his/her position in that organization: Director or HR Manager

Item 13 (B) – Professional Experience (MANDATORY – must be provided)

Starting with your present employer or most recent post, list in reverse order positions you will be holding and previously held. Attach additional pages if necessary to cover fully the last 5 years of experience.

The information must be in chronological order, information on each engineering position held since obtaining professional qualifications. The start and finish dates should be shown. For each statement a comprehensive statement is required showing the tasks and projects actually undertaken, the Professional component of those tasks, the Applicants personal involvement and the level of professional involvement for those tasks and projects and the relevance of these. Ensure that the experience should be in the areas of design & documentation, operation, installation, construction, commissioning or production work, costing and calculations etc. The experience claimed must be verified by the supervisor by signing if not by a Justice of Peace or Commissioner of Oaths who is in a position to certify the accuracy of the statement made.

Item 14 – Applicants Declaration – (MANDATORY – application must be signed)

Ensure that you have read and completed all the sections of the application forms attach, provide all certified documents as required before signing off with your signature with the date of application

THIS APPLICATION WILL NOT BE CONSIDERED UNLESS ADEQUATE SUPPORTING DOCUMENTS ARE ATTACHED.

1. Certified Educational Qualification and transcripts in **English**
Each supporting certificate must be verified (certified) as a true copy of an original document by a PNG Registered Engineer by endorsing "Certified true copy of the original document" followed by signature and date OR Certified by the Commission of Oaths or Justice of Peace from the country of application as endorsed as above should only be supplied.
2. Certified Copy of Current Membership Certificate to other Professional Institutions recognized by IEPNG. (*Only if you are a current member*)
3. Letter of Identification from Employer / Organization plus Job Description.
4. Professional Work Experience in a Curriculum Vitae format – to be verified or certified by the Applicant's current Supervisor or Commissioner of Oaths or Justice of Peace from Country of Application.



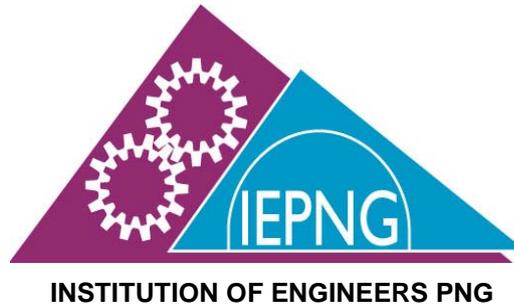
**PROFESSIONAL ENGINEERS REGISTRATION BOARD of PNG
& INSTITUTION OF ENGINEERS PNG
FEE SCHEDULE EFFECTIVE 1ST JANUARY 2011**

GRADE	APPLICATION FEE	ANNUAL FEE		
		Institution Membership	Registration (PERB)	Total fees Membership & PERB
	Citizen applicants	Citizen members	Citizen members	Citizen members
Student	K 11.00	K 9.00 (C)	N/A	K 9.00
Graduate	K 110.00	K 222.40(C)(E)	N/A	K222.40
Technician	K 110.00	K 222.40(C) (E)	N/A	K222.40
Member	K 220.00	K 222.40(E)	K294.60	K517.00 (B)
Fellow	K 220.00	K 222.40(E)	K294.60	K517.00 (B)
Companion	K 110.00	K 222.40 (C) (E)	N/A	K222.40
	Non-citizen applicants	Non-citizen members	Non-citizen members	Non-citizen members
Technician	K 1100.00	K155.40 (C)	N/A	K155.40
Member	K 1100.00 (A)	K155.40	K294.60	K450.00 (B)
Fellow	K 1100.00 (A)	K155.40	K294.60	K450.00 (B)
Companion	K 1100.00	K155.40 (C)	N/A	K155.40
Late Application	K 5000.00 (D)			
Structural Registration applicants				
	Application		Annual fees	Total IEPNG & PERB
Structural non-citizens	K 1100.00		K321.00	K321.00
Late Application non-citizens	K 5000.00 (D)			
Structural - citizens	K 220.00		K321.00	K321.00
Graduate Professional Development Program (GPDP) Levy				
One Graduate			K 300.00	
Rebates- second graduate with same firm up to fifth			- K 30.00	
Rebates- sixth graduate & subsequent with same firm add			K 150.00	
ABOVE NOTES ↔ ABOVE NOTES ↔ ABOVE NOTES				
<p>(A) For an Applicant who is already a Graduate or Corporate Member (equivalent to the Grade being applied for) of an overseas institution recognized by the IEPNG, the Application Fee shall be the same as for Engineers qualified in Papua New Guinea. In this case, the excess Application Fee will be offset against the Registration Fee during the first year.</p> <p>(B) Due to the fact that the Professional Engineers Registration Board depends on the Institution's Board procedures to approve Membership, and that Registration and Membership requirements are identical, there is no provision for an Engineer to be registered without becoming a Member of the Institution. Registration automatically confers Membership of the Institution at no extra cost. Similarly, Provisional Registration automatically confers Graduate Membership. It follows that all Registration Fees are inclusive of Membership Fees.</p> <p>(C) The only classifications of Members paying only a Membership Fee are as follows: - Student Members - Graduate Members - Technician Members - Companion Members - Any Graduate Member, Member, or Fellow, residing overseas and not practicing any Engineering work related to Papua New Guinea.</p> <p>(D) This fee applies to those non-citizens who are only applying for registration now, although they have been in the Country for more than 3months and have been working in engineering related activities during their stay in Papua New Guinea.</p> <p>(E) This fee applies to PNG nationals or citizens who are automatically Members of South Pacific Engineers Association (SPEA)</p>				

For your organization this payment is tax deductible under the Training Levy Act. Your membership fee is considered a tax-deductible expense under current Tax laws. If you register as an individual, your fees are also tax deductible through an end of year tax returns to IRC under continued professional development expense.

All above fees exclude 10% VAT. IEPNG VAT NUMBER is: 5453

THE INSTITUTION OF ENGINEERS OF PAPUA NEW GUINEA



BANK ACCOUNT DETAILS

ACCOUNT NAME: IEPNG INC.

BANK NAME: BANK SOUTH PACIFIC

BRANCH & NO.: WAIGANI – 968

CHEQUE ACCOUNT NO.: 3619 1785

INTERNATIONAL TRANSFER:

SWIFT CODE: BOSPPGPM