

SISV-APFM Accredited Managing Agents (Registered)

c/o 110 Middle Road #09-00 Chiat Hong Building, Singapore 189968

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APPLICATION FORM

For accreditation under the enhanced **AMA (Registered)** scheme, recognized by BCA, at least 30% of key operation staff, who directly advise clients on the legislation and practice of property and strata management, must be Certified Property and Facility Managers – **CPFM (Registered)** or equivalent. For the 2nd and 3rd year of accreditation, the said percentage of key operation staff will be increased to 50% and 70%, respectively.

Every section is to be completed. Incomplete form and/or omission of relevant supporting documents may delay the processing of your application. Please (✓) tick where appropriate.

New Accreditation

Re-Accreditation

Category A

Category B

For firms which are managing large commercial properties ie. industrial, office, shop or mixed developments with predominantly commercial content and community/institutional buildings with more than 50 units, and large-scale residential property developments ie. those with more than 200 units.

For firms which are managing small-scaled residential property developments ie. those with 200 and fewer units, and commercial developments with 50 and fewer units.

SECTION A – *Company's Particulars (Attach copy of ACRA Business Profile – Instant Information)

Name of Company		Tel (Main Line)	
Registered Address of Business		Fax No	
Contact Person & Designation		Tel (DID)	
Contact Email (Compulsory)		Website address (if any)	
Total No. of Key Operation Staff advising on legislation & practice of property and strata management (a):		Total No. of Staff with CPFM (Registered) or equivalent (b):	Percentage (%) (b) ÷ (a):
*Paid-up Capital (Attach copy of ACRA Business Profile – Instant Information) Category A – either a partnership or company with limited liability with a minimum paid up capital of \$100,000 Category B – at least a sole proprietor			
UEN:	Date of Incorporation	Paid Up Capital	
*Professional Indemnity Insurance with an Appropriate Coverage (Attach policy schedule front cover only)			
Insurer		Limits of Liability	Expiry date of Policy

SECTION B – Particulars of Director/Partner/Shareholder/Sole Proprietor**[Attach separate sheet if necessary]**

1 Name (as in NRIC)	NRIC/Passport No
*Position Held: <input type="checkbox"/> Director <input type="checkbox"/> Partner <input type="checkbox"/> Shareholder <input type="checkbox"/> Sole Proprietor	DOB(dd/mm/yy)
*Affiliated to: <input type="checkbox"/> SISV <input type="checkbox"/> APFM <input type="checkbox"/> NA	*Membership Class: <input type="checkbox"/> FSISV <input type="checkbox"/> MSISV <input type="checkbox"/> FAPFM <input type="checkbox"/> MAPFM
** Relevant Academic Qualifications (State type of Diploma/Degree, Year Obtained & University [eg. MBA 2001 Victoria Uni])	
*Experience in Property Management <input type="checkbox"/> No <input type="checkbox"/> Yes, please state no. of years of experience (years)	
2 Name (as in NRIC)	NRIC/Passport No
*Position Held: <input type="checkbox"/> Director <input type="checkbox"/> Partner <input type="checkbox"/> Shareholder <input type="checkbox"/> Sole Proprietor	DOB(dd/mm/yy)
*Affiliated to: <input type="checkbox"/> SISV <input type="checkbox"/> APFM <input type="checkbox"/> NA	*Membership Class: <input type="checkbox"/> FSISV <input type="checkbox"/> MSISV <input type="checkbox"/> FAPFM <input type="checkbox"/> MAPFM
** Relevant Academic Qualifications (State type of Diploma/Degree, Year Obtained & University [eg. BSc(EstMan) 1996 NUS])	
*Experience in Property Management <input type="checkbox"/> No <input type="checkbox"/> Yes, please state no. of years of experience (years)	
3 Name (as in NRIC)	NRIC/Passport No
*Position Held: <input type="checkbox"/> Director <input type="checkbox"/> Partner <input type="checkbox"/> Shareholder <input type="checkbox"/> Sole Proprietor	DOB(dd/mm/yy)
*Affiliated to: <input type="checkbox"/> SISV <input type="checkbox"/> APFM <input type="checkbox"/> NA	*Membership Class: <input type="checkbox"/> FSISV <input type="checkbox"/> MSISV <input type="checkbox"/> FAPFM <input type="checkbox"/> MAPFM
** Relevant Academic Qualifications (State type of Diploma/Degree, Year Obtained & University [eg. BSc(Engrg) NTU 1996])	
*Experience in Property Management <input type="checkbox"/> No <input type="checkbox"/> Yes, please state no. of years of experience (years)	
4 Name (as in NRIC)	NRIC/Passport No
*Position Held: <input type="checkbox"/> Director <input type="checkbox"/> Partner <input type="checkbox"/> Shareholder <input type="checkbox"/> Sole Proprietor	DOB(dd/mm/yy)
*Affiliate to: <input type="checkbox"/> SISV <input type="checkbox"/> APFM <input type="checkbox"/> NA	*Membership Class: <input type="checkbox"/> FSISV <input type="checkbox"/> MSISV <input type="checkbox"/> FAPFM <input type="checkbox"/> MAPFM
** Relevant Academic Qualifications (State type of Diploma/Degree, Year Obtained & University [eg. BSc(Engrg) NTU 1996])	
*Experience in Property Management <input type="checkbox"/> No <input type="checkbox"/> Yes, please state no. of years of experience (years)	

SECTION C – Particulars of Key Management Staff (KMS) / Employee (Attach organisation chart)

Category A: At least one Key Management Staff (KMS) holding a bachelor degree or equivalent professional qualification in the relevant field of estate or building management & has at least 5 years of work experience in property management on a full time basis; AND (i) at least one employee holding other relevant degree or equivalent professional qualification; (AND at least one (1) key management staff and one (1) staff are to pass interview tested on their knowledge in strata management and related topics.)

Category B: At least one KMS holding a diploma in the relevant field of estate and building management and has at least 5 years of work experience in property management on a full time basis.

With effect from February 2021, firms accredited under the existing AMA Scheme, new member firms and non-member firms that wish to be accredited Under Category A or B are required to have at least 30% of their staff who provide advice in strata management matters to be individually accredited when the new accreditation Scheme is implemented. For the second and third years after the first year of implementation, at least 50% and 70%, respectively, of such staff are required to be individually accredited.

1 Name	NRIC/Passport No	DOB (dd/mm/yy)
Qualifications/ Year Obtained/University [eg.BSc (EstMan) NUS 2006]	*Member of SISV and/or APFM (tick appropriate box) <input type="checkbox"/> FSISV <input type="checkbox"/> MSISV <input type="checkbox"/> FAPFM <input type="checkbox"/> MAPFM <input type="checkbox"/> NA	
Position Held	Date Joined	* <input type="checkbox"/> KMS * <input type="checkbox"/> Employee
Past experience in property management		
Company Name	Last Position Held	No of Yr/Mth
2 Name	NRIC/Passport No	DOB (dd/mm/yy)
Qualifications/ Year Obtained/University [eg.BSc (EstMan) 1996 NUS]	*Member of SISV and/or APFM (tick appropriate box) <input type="checkbox"/> FSISV <input type="checkbox"/> MSISV <input type="checkbox"/> FAPFM <input type="checkbox"/> MAPFM <input type="checkbox"/> NA	
Position Held	Date Joined	* <input type="checkbox"/> KMS * <input type="checkbox"/> Employee
Past experience in property management		
Company Name	Last Position Held	No of Yr/Mth
3 Name	NRIC/Passport No	DOB (dd/mm/yy)
Qualifications/ Year Obtained/University [eg Dip (Bldg) SP 1993]	*Member of SISV and/or APFM (tick appropriate box) <input type="checkbox"/> FSISV <input type="checkbox"/> MSISV <input type="checkbox"/> FAPFM <input type="checkbox"/> MAPFM <input type="checkbox"/> NA	
Position Held	Date Joined	* <input type="checkbox"/> KMS * <input type="checkbox"/> Employee
Past experience in property management		
Company Name	Last Position Held	No of Yr/Mth

SECTION D – Declaration of Key Operation Staff - CPFM (Registered)* or equivalent*

[*Attach separate sheet if necessary]

For accreditation under the enhanced AMA (Registered) scheme, recognized by BCA, at least 30% of key operation staff, who directly advise clients on the legislation and practice of property and strata management, must be Certified Property and Facility Managers – CPFM (Registered) or equivalent. For the 2nd and 3rd year of accreditation, the said percentage of key operation staff will be increased to 50% and 70%, respectively.

S No	Department//MCST	Name of Development	No. of Strata Lots	No. of Site Staff	No. of Key Operation Staff	No. of Key Operation Staff with CPFM (R)	Remarks
1	eg: Head Office	N.A.	N.A.	N.A.	12	5	
2	eg: MCST 1234	Condo A	21	0	0	0	
3	eg: MCST 1235	Condo B	400	3	1	1	

SECTION E – List of Key Operation Staff with CPFM (Registered)* or equivalent* qualifications

[*Attach CPFM (Registered) Certificates or equivalent]

[*Attach separate sheet if necessary]

S No	Name of Key Operation Staff	NRIC No/Passport No/Fin No (last 4 characters)	Date attained CPFM (Registered)	Remarks
1				
2				
3				
4				
5				

Declaration by Applicant

1. I/We declare that all information stated and provided herein are true and correct.
2. I/We agree to abide by all the terms and conditions specified in the SISV/APFM Accreditation Scheme.
3. I/We will inform Secretariat of any changes to the particulars of the company's directors, Key Management Staff, etc.
4. *Has any of the Proprietor/Partners/Directors/Shareholders or Key Management Staff been convicted in a Court of Law

 No Yes (please give details on a separate sheet of paper)_____
Authorised Signatory_____
Date_____
Company Stamp_____
Name of Authorised Signatory_____
Designation

***Checklist** (please ensure that copies of all relevant documents are submitted together with the Form):

- ACRA Business Profile – Instant Information
- PI insurance policy schedule (showing policy no, name of insured, limit of liability, period of cover)
- List of strata titled developments currently managed
- Organisation chart and copy of relevant academic qualifications
- CPFM (Registered) certificates or equivalent qualifications
- Crossed cheque payable to “**SISV-APFM Accreditation Account**”

Accreditation Fees for 3 years (excl GST, subject to review without prior notice)

SISV/APFM member means if the Director/Partner/Shareholder/Sole Proprietor is a member of SISV and/or APFM

Category A Registration Fee \$540.00 (SISV/APFM member); \$600.00 (Non Member)

Category B Registration Fee \$270.00 (SISV/APFM member); \$300.00 (Non Member)

Re-accreditation Fees for 3 years (excl GST, subject to review without prior notice)

SISV/APFM member means if the Director/Partner/Shareholder/Sole Proprietor is a member of SISV and/or APFM

Category A Registration Fee \$270.00 (SISV/APFM member); \$300.00 (Non Member)

Category B Registration Fee \$135.00 (SISV/APFM member); \$150.00 (Non Member)

FOR OFFICIAL USE

<p>Accreditation Committee Recommendation</p> <p><input type="checkbox"/> Cat A <input type="checkbox"/> Cat B <input type="checkbox"/> Reject</p> <p>Date.....</p>	<p>Assessment Panel Approved on (date)</p> <p>Accreditation Period Till (date)</p> <p>MemNo.....</p>
<p>Re-accreditation fromto</p> <p>Date Approved</p>	