

Statutory Instrument No. 170 of 2018

QUANTITY SURVEYORS' REGISTRATION ACT
(Cap. 61:10)

QUANTITY SURVEYORS' REGISTRATION REGULATIONS, 2018
(Published on 19th October, 2018)

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SCHEDULES

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

PART I — *Preliminary*

- Citation **1.** These Regulations may be cited as the Quantity Surveyors' Registration Regulations, 2018.
- Interpretation **2.** In these Regulations, unless the context otherwise requires —
 “candidate quantity surveyor” means a quantity surveyor in training and who can only work under a professional quantity surveyor;
 “certificate of registration” means a certificate issued under regulation 5;
 “practise 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 12;
 “professional quantity surveyor” means a registered quantity surveyor who has relevant experience and, who in the opinion of the Council, is fit to do quantity surveying work independently and practice quantity surveying;
 “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 and 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; and
 “quantity surveying work” means work related to quantity surveying.

PART II — *Application for registration*

- Application for 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) professional quantity surveyor; or
 (b) a candidate quantity surveyor.
 (2) An applicant for registration under subregulation (1) (a) shall have —
 (a) obtained a Bachelor's degree in quantity surveying or equivalent from a recognised university or academic institution; and
 (b) performed the work of a quantity surveyor under the direction and control of, and in the same office as a professional quantity surveyor, for a minimum period of five years; or

(c) proof that the quantity surveyor has, for a period of 10 years, performed quantity surveying work, which in the opinion of the Council, is of sufficient variety and of a satisfactory nature and standard for the purposes of registration as a professional quantity surveyor.

(3) An applicant for registration under subregulation (1) (b) shall have obtained a Bachelor's degree in quantity surveying or equivalent from a recognised university or academic institution.

(4) An application for registration under subregulation (1) (a) shall be in Form 1 set out in Schedule 1 and shall be accompanied by a non-refundable application fee set out in Schedule 2.

(5) An application for registration under subregulation (1) (b) shall be in Form 2 set out in Schedule 1 and shall be accompanied by a non-refundable application fee set out in Schedule 2.

4. (1) The Council may, where it is satisfied that an applicant for registration meets the requirements of section 23, direct the Registrar to register the applicant upon payment of a registration fee set out in Schedule 2. Registration

(2) Where the Council is not satisfied that an applicant meets the requirements of section 23, it shall reject the application and notify the applicant in writing, stating the reasons for the rejection.

5. (1) The Registrar shall issue a professional quantity surveyor or candidate quantity surveyor with a certificate of registration upon registration or restoration of name to the register. Certificate of registration

(2) The certificate of registration as a —

(a) professional quantity surveyor shall be in Form 3; set out in Schedule 1; and

(b) candidate quantity surveyor shall be in Form 4 set out in Schedule 1.

(3) A certificate of registration issued under subregulation (2) (b) shall be valid for a period of 12 months.

6. (1) A candidate quantity surveyor may within 60 days before the expiry of his or her certificate of registration, make an application to the Council for the renewal of the practising certificate, in accordance with Form 5 set out in Schedule 1. Renewal of certificate of registration

(2) An application for renewal of a certificate of registration under subregulation (1) shall be accompanied by a fee set out in Schedule 2.

(3) Where the Council renews the certificate of registration, the Registrar shall issue the candidate quantity surveyor a new certificate of registration as provided for under regulation 5 (2) (b).

(4) An application for renewal made after the expiry of a certificate of registration shall be treated as a new application and shall be accompanied by a fee equivalent to a fee for application for renewal.

7. (1) A person who qualifies under section 25 of the Act and wishes to be temporarily registered as a professional quantity surveyor, may apply to the Council for temporary registration in accordance with Form 6 set out in Schedule 1. Temporary registration

(2) An application made under subregulation (1) shall be —

(a) accompanied by a non-refundable application fee set out in Schedule 2; and

(b) supported by a professional quantity surveyor.

(3) Where the Council is satisfied and has directed that the applicant be registered, the Registrar shall issue the applicant with a certificate of temporary registration in accordance with Form 7 set out in Schedule 1.

Extension of temporary registration

8. (1) A quantity surveyor issued with a certificate of temporary registration may apply to the Council, in writing, for an extension of temporary registration, for such period as may be stated in the application, where he or she believes that the work for which a certificate of temporary registration was issued, will not be completed in the time originally scheduled.

(2) An application for renewal of a certificate of temporary registration shall state —

- (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) Where the Council approves an application for extension of temporary registration, it shall direct the Registrar to endorse the extension on the certificate of temporary registration for such approved period as may be necessary 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.

Register

9. (1) The Registrar shall keep a register in accordance with Form 8 set out in Schedule 1.

(2) The register referred to under subregulation (1) shall, in respect of each professional quantity surveyor, contain —

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

(3) The register for registered professional quantity surveyors shall be open for inspection by any member of the public upon payment of inspection fee set out in Schedule 2.

Fee for duplicate certificate of registration

10. Where a quantity surveyor applies for a duplicate certificate of registration in accordance with section 26 (4) (c), he or she shall pay a fee set out in Schedule 2.

Removal of name from Register

11. A quantity surveyor whose name is removed from the register in accordance with section 30, 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

12. A quantity surveyor who wishes to have his or her name restored to the register, in accordance with section 31 may apply to the Council in Form 9 set out in Schedule 1.

PART III — *Practising certificate*

Application for practising certificate

13. (1) A professional quantity surveyor who intends to practise or manage the performance of the work of a quantity surveyor shall apply to the Council for a practising certificate authorising him or her to practise or manage the performance of work of a quantity surveyor.

(2) An application under subregulation (1) shall be in Form 10 set out in Schedule 1 and shall be accompanied by —

- (a) the names of the applicant;
- (b) the applicant's principal address or any other addresses at which he or she intends to practise in Botswana.

(3) The Council may, where satisfied that the applicant meets the requirements under subregulation (2), direct the Registrar to issue a practising certificate to a professional quantity surveyor, in Form 11 set out in Schedule 1.

(4) A practising certificate issued in accordance with subregulation (3), shall specify the address of the principal place of practise and all other places of practise of the professional quantity surveyor to whom the practising certificate is issued.

(5) A practising certificate issued under subregulation (1) shall be valid for a period of 12 months.

14. (1) A practising certificate issued to a professional 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.

Cancellation of practising certificate

(2) A professional 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.

15. A professional quantity surveyor whose practising certificate has expired in terms of regulation 13 (5) or has been cancelled in terms of regulation 14 shall return by registered mail 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.

Return of practising certificate

16. (1) A professional quantity surveyor may within 60 days before the expiry of his or her practising certificate, make an application to the Council for the renewal of the practising certificate, in accordance with Form 12 set out in Schedule 1.

Renewal of practising certificate

(2) An application for renewal of a practising certificate under subregulation (1) shall be accompanied by a fee set out in Schedule 2.

(3) Where the Council renews the practising certificate, the Registrar shall issue the professional quantity surveyor a new practising certificate as provided for under regulation 13 (3).

(4) An application for renewal made after the expiry of a practising certificate shall be treated as a new application and shall be accompanied by a fee equivalent to a fee for application for renewal.

17. A professional quantity surveyor shall exhibit, and keep exhibited, in a prominent place on the business premises, the certificate of registration and practising certificate.

Display of certificate of registration and practising certificate

PART IV — *Inquiry procedure*

18. (1) A quantity surveyor shall, in performing his or her work of a quantity surveyor be bound by a Code of Conduct and Ethics as may be determined by the Council and approved by the Minister.

Code of Conduct and Ethics

(2) A quantity surveyor who fails to comply with the Code of Conduct and Ethics commits a disciplinary offence termed "misconduct".

Investigation of
misconduct

19. (1) The Council shall appoint three persons from among its members to the Investigating Committee to which the Council shall refer any matter referred to in sections 28 (2), 36, 39, or 40.

(2) 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.

(3) 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.

(4) 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

20. (1) The Council shall, after considering a report of the Investigating Committee, cause to be sent to the 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 guilty 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

21. The Council shall appoint a Disciplinary Committee to which it shall refer for a hearing 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

22. (1) The Council may, for purposes of an inquiry, 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 a 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 in Schedule 3; and
- (b) served on the person concerned personally or by a registered letter.

(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 a 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) shall have the right to be heard;
- (d) may call witnesses;
- (e) may cross-examine any person called as a witness in support of the allegation;
- (f) shall have access to any book, document or object produced in evidence;
- (g) may admit the allegation at any time before the Council 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 conduct.

(6) A 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 shall be 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 conduct 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 order shall be sufficient proof of the commission by the quantity surveyor of the alleged misconduct charged, unless the conviction has been set aside on appeal.

23. (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 cognisance of any aggravating or mitigating circumstances;
- (c) inform the quantity surveyor of its finding; and
- (d) inform the quantity surveyor of his or her right to appeal.

(2) A quantity surveyor who is found guilty of misconduct under these Regulations may —

- (a) address the Disciplinary Council in mitigation; or
- (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 impose any of the sanctions set out under the Act.

Proceedings
after hearing

PART V — *Miscellaneous*

Quantity
surveyor's
official rubber
stamp

24. (1) The Council shall issue an official rubber stamp to a professional quantity surveyor who is issued with a practising certificate under regulation 13 (3) for use when approving or certifying quantity surveying documents.

(2) An approval or certification given by a professional quantity surveyor referred to in subregulation (1) shall, in addition to such professional 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.

Exemption

25. (1) A 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) resources deployed on the project including —
 - (i) staff complement, 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 may within 30 days of receipt of information under subregulation (1), issue to the 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

SCHEDULE 1

FORM 1
(reg. 3 (4))

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

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

A1.1: PERSONAL DETAILS

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

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
as

(name)
(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).

FORM 2
(reg. 3 (5))

**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 tick)		
			<input type="checkbox"/> M	<input type="checkbox"/>	<input type="checkbox"/> 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 ORGANISATION	12: DESIGNATION AND JOB DESCRIPTION	13: CONTACT DETAILS	
		Tel:	
		Fax:	
		Website (if any)	

C.400

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				

C.402

FORM 3
(reg. 5 (2)(a))

CERTIFICATE OF REGISTRATION: PROFESSIONAL QUANTITY SURVEYOR
QUANTITY SURVEYORS' REGISTRATION COUNCIL
REGISTRATION CERTIFICATE

This is to certify that

_____ has been registered in accordance with the applicable provisions of the Quantity Surveyors' Registration Act, (Cap. 61:10) as a

Professional Quantity Surveyor
and permitted to use the designation of PrQS (BW) under the corporate seal of the Quantity Surveyors' Registration Council of Botswana

Registration No.

This _____ day of _____, 20____

Registrar



Chairperson

FORM 4
(reg 5(2)(b))

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 (Cap. 61:10) as a

Candidate Quantity Surveyor

and permitted to use the designation of CanQS (BW) under the corporate seal of the Quantity Surveyors' Registration Council of Botswana

Registration No.

This _____ day of _____, 20____

Registrar



Chairperson

C.404

FORM 5
(Reg. 6(1))

**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 (Cap. 61:10)

FORM 6
(reg. 7(1))

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

A1.1: PERSONAL DETAILS

1: TITLE	2: FIRST AND MIDDLE NAMES	3: SURNAME	4: GENDER (please tick)			
			<input type="checkbox"/>	M	<input type="checkbox"/>	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)	

C.406

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, email)
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)

C.410

1.10 DECLARATION BY SPONSOR

I, (name) _____ as a

Professional 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.

C.412

FORM 7
(reg. 7(3))

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, (Cap. 61:10)



Registrar:

Chairperson:

Date:

Registration Number:

FORM 8
(reg. 9(1))

REGISTER



PROFESSIONAL QUANTITY SURVEYORS AS AT

	NAME	REGISTRATION NO.	TYPE OF REGISTRATION	DATE OF ENTRY	POSTAL AND PHYSICAL ADDRESS	PHONE NUMBER	EMAIL ADDRESS	QUALIFICATIONS
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								

C.414

FORM 9
(reg. 12)

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.

Do you have a conviction, for any of the following: (a) a criminal offence	Yes/No
(b) an offence under the Quantity Surveyors’ Registration Act; or	Yes/No
(c) any other offence relating to the practise of quantity surveying or any law applicable in any country?	Yes/No
(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.	Yes/No
Has any application by you for registration as a quantity surveyor been refused by the Council or any registration Council? Prior to this application — i) have you been made bankrupt; ii) have you entered into composition with your creditors; or iii) have your as a debtor, other taken, or applied to take, advantage of any law about bankruptcy?	Yes/No
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?	
CPD – have you maintained competency in the practise of quantity?	Yes/No
Are you currently registered under an approved CPD Assessment Scheme	Yes/No
NAME OF SCHEME:..... (approved scheme must be identified here in order to satisfy ‘yes’, otherwise your application will be recorded as a ‘no’)	

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:

C416

On completion of the application, please forward it together with any documentation required, and your fees to

**The Registrar
Quantity Surveyors' Registration Council
Plot No. 39, Unit 2, GICP
P.O. Box 53778
Kagiso Mall, Broadhurst
GABORONE
Telephone: + 267 395 6170
Fax: + 267 395 6178**

FORM 10
(reg. 13(2))

APPLICATION FOR A PRACTISING CERTIFICATE

Name:

Other Names:

Postal Address:

Telephone Number:

Registration No.

To:
The Registrar
Quantity Surveyors' Registration Council
Botswana

I, hereby apply for a Practising Certificate.

Date:

.....
Signature of Applicant

For Office Use Only

Date received:

Signature of Registrar.....

FORM 11
(reg. 13 (3))

PRACTISING CERTIFICATE (PROFESSIONAL QUANTITY SURVEYOR)

QUANTITY SURVEYORS' REGISTRATION COUNCIL
PRACTISING CERTIFICATE

The Quantity Surveyors' Registration Council certifies that

is entitled to practice as a Professional Quantity Surveyor at the following address

in Botswana, subject to compliance with the Quantity Surveyors'

Registration Act, (*Cap. 61:10*)

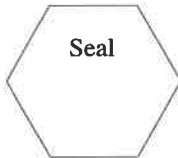
Practicing Certificate Number:

Registration Number:

Date of Issue:

Expiry Date:

Registrar



Chairperson

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.

FORM 12
(Reg. 16 (1))

APPLICATION FOR RENEWAL OF A PRACTISING CERTIFICATE

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 practising
certificate 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 (Cap. 61:10)

SCHEDULE 2

(regs 3 (4), 3 (5), 4 (1), 5 (4), 6 (2), 7 (2) (a), 9 (3), 10, 16 (2))

Schedule of Fees

Item	Type of Fee	Amount (BWP)
Professional Quantity Surveyor Category		
1	Application for registration	1,500
2	Registration Fee	2,500
3	Renewal of Practising Certificate	2,000
4	Temporary Registration Fee	20,000
Candidate Quantity Surveyor Category		
5	Application for registration	500
6	Registration fee	1 000
7	Renewal of Certificate of Registration	500
8	Restoration to the Register	2,500
9	Duplicate Certificate	500
Inspection of the Register		
10	Inspection of register or related document	100
11	Copy or extract from the register or related document	10 per page

SCHEDULE 3

(reg. 22(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 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.

.....
Signature

Served on.....

By:.....
Designation/Capacity

C.422

DOCUMENT LIST

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

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

MADE this 4th day of October, 2018.

VINCENT T. SERETSE,
*Minister of Infrastructure and Housing
Development.*