

**BUILDING SURVEYING DIVISION  
ROYAL INSTITUTION OF SURVEYORS MALAYSIA**

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**ORGANIZER'S APPLICATION FORM FOR CPD CREDIT POINTS**

1. Name and Address of Organizer :	1.1 Core Business of Organizer : 1.2 Tel. No. 1.3 Fax No. : 1.4 E-mail :
2. Event Applied :	
3. Event Title :	
3.1 Duration of Event : _____/day(s) Proposed Date : _____	3.2 Venue : _____ _____
3.3 No. of Papers to be Presented : _____ Papers <i>(Please attach the speakers' brief C.V.)</i>  Participants Fee :	4. Target groups :

Signature of Organizer  
Company's Seal/ Stamp

Date:

**For Office Use Only**

(i) CPD Credit Point Approved : \_\_\_\_\_ Credit Point  
(ii) Date of Attendance List Submitted : \_\_\_\_\_  
(iii) Date of Event Papers / Materials Submitted : \_\_\_\_\_

## **CONDITIONS FOR CPD EVENTS**

- (i) This form is to be completed and submitted together with Organizer's tentative brochure/ programme
  - (ii) Applications shall reach the CPD Committee not later than two (2) weeks before the date of the event.
  - (iii) Attendance lists must be duly signed by participants and shall be submitted not later than 2 weeks after the date of the event. The attendance list must be certified by the organizer prior to submission. For events more than one day, participants are required to sign in their attendance on daily basis.
  - (iv) Copies of all papers / materials presented shall be submitted together with item (iii) above not later than **2 weeks after** the event.
  - (v) All applications should be accompanied with a non refundable of **RM100.00**.
- All payment must be issued in favor of '**ISM (BS Sectional A/C)**'
- (vi) All approved CPD events shall be posted at the BS RISMs web-site at <http://www.rism.org.my>.
  - (vii) The BS RISM will not entertain any application which does not comply with the aforesaid requirements.
  - (viii) All decisions of the BS RISM regarding this application is **final**.