Introduction

This user guide how to apply member registration for new members.
Note: You must fill the information all kinds of form which fields are marked as red stars (*)

To apply Members Registration

Step 1: When click “Sign In” from right top menu bar, the system will appear to register for new members
You are new members so you must click “don’t have an account”
Step 2: Fill up the step 1 of form

- To fill up correct email, name, password and confirm password
- Click “Sign Up” button
Step 3: Click ‘Home’ menu bar, scroll down web page. You will be found “Online Registration Form” and select the form which you want to apply and then click next button “ > “ to view more forms.
Step 4: User read and tick all requisite and then click ‘Submit’ button.
Step 5: Fill up data correctly for the required application data. You must fill the information all kinds of form which fields are marked as red stars (*)
4. DISCIPLINES FOR REGISTRATION (select 1 preferred discipline for registration purpose)
   Engineering Discipline *
   Choose Discipline

5. PROFESSIONAL EXPERIENCE (in responsible charge of significant engineering work) *
   Please copy and fill PDF file and submit to browser
   PE Form-1 (No-5).pdf

6. Describe your involvement in your selected discipline of engineering and summaries the positions you have held in the following table *
   Please copy and fill PDF file and submit to browser
   PE Form-2 (No-5).pdf

7. Summary of Significant Engineering Work - minimum 2 years in responsible charge Provide a brief summary of each project (typically using 50 words) for which you were personally accountable and state your position, the number of months you were in charge of the work *
   Please copy and fill PDF file and submit to browser
   PE Form-2 (No-6).pdf

8. Verifying Engineers *
   Please copy and fill PDF file and submit to browser
   PE Form-2 (No-7).pdf
Step 6: After fill up all information, you need to click ‘Save’ button.

Note: User can also edit the information when save stage.
Step 7: When all the information are already filled up correctly, you can click the ‘Submit’ button.

You will receive email your registered email, if you are submitted successfully.

Note: you cannot edit after click “Submit” button.
Step 8: You can see your application form lists by clicking ‘Application Form’ under user name.