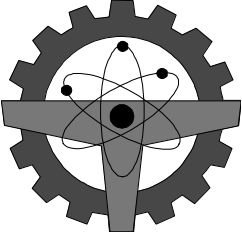


The Institution of Engineers, Singapore

GUIDELINES FOR ELECTION AS/TRANSFER TO FELLOW

- ❖ Who are not less than 35 years and have been Members of the Institution for a period of 3 years, or in the case of candidates who possess the qualifications for election to Membership, the Council may waive the stipulation as to their having Members; and
- ❖ Who have been engaged for at least 5 years in a senior position of responsibility in engineering and have made a distinguished contribution to the profession or of equivalent standing; and have satisfied the Council that they are worthy of election as Fellows.
- ❖ In exceptional cases. Council may decide to waive or reduce the requirements (i) and (ii) above. However, the reasons to do so must be documented and maintained in IES files for future reference.
- ❖ The proposer shall provide a citation on the achievements of the candidate, under separate cover to the Honorary Secretary, IES. Examples of contributions worthy of citation are:
 - Prominent achievements in a field of engineering in Singapore as evidenced by work done and position attained.
 - Significant contributions to the development of engineering education in Singapore
 - Pioneering in the establishment of a new area of engineering work in Singapore
 - Worldwide recognition of expertise in particular fields of engineering. Fellowships in established institution shall be a factor to be considered, although it is not an automation qualification for fellowship.
 - Service to the institution on the Council (work and contributions to be cited).
 - Service to the institution on the committees and sub-committees.
 - Service to the institution on special projects.



THE INSTITUTION OF ENGINEERS

SINGAPORE

70 Bukit Tinggi Road, Singapore 289758
Tel: 6469 5000 Fax: 6467 1108

Email to IES Secretariat iesmembership@iesnet.org.sg

APPLICATION FOR *(ELECTION AS / *TRANSFER) TO FELLOW

Please attach the following with your application form:

1. A certified true copies of your qualifications (engineering transcripts and certificates)
2. A copy of your personal resumes
3. A copy of citation on the achievements (prepared by the Proposer)
4. A duly completed Giro Form
5. Please issue a correct amount and made a crossed cheque payable to IES (refer to Page 7 on the correct membership fee)

Should your membership application be rejected, your cheque will be refunded to you.

PHOTOGRAPH
OF APPLICANT

(Please write your name
and passport / NRIC
No. behind the
photograph)

I APPLICATION

NAME IN FULL (BLOCK LETTERS): * (ER./DR/PROF/MR/MRS/MISS/MDM)

Grid for name input

SURNAME

(GIVEN NAME)

HOME
ADDRESS:

Grid for home address

TEL (H):

Grid for home telephone

Grid for home address (continued)

HP:

Grid for home phone

Grid for home address (continued)

POSTAL CODE:

Grid for postal code

EMAIL:

Line for email address

COMPANY
NAME:

Grid for company name

DESIGNATION:

Grid for designation

COMPANY
ADDRESS:

Grid for company address

TEL (O):

Grid for company telephone

Grid for company address (continued)

FAX (O):

Grid for company fax

Grid for company address (continued)

POSTAL CODE:

Grid for postal code

EMAIL:

Line for email address

II PERSONAL PARTICULARS

DATE OF BIRTH : _____ (DD/MM/YYYY)

NATIONALITY : * SINGAPOREAN / SINGAPORE PR / OTHERS
(please specify)

NRIC/PASSPORT NO./PERMIT NO : _____

LANGUAGE WRITTEN : _____

LANGUAGE SPOKEN : _____

III ENGINEERING EDUCATION

PERIOD (STATE MONTH & YEAR)		UNIVERSITY OR COLLEGE ATTENDED (STATE COUNTRY)	COURSE OF STUDY	DEGREE CONFERRED OR DIPLOMA AWARDED (CERTIFIED TRUE COPIES OF EVIDENCE MUST BE ATTACHED)
FROM	TO			

IV INDUSTRY SECTOR (Please mark an 'x' against one box only)

MANUFACTURING GROUP

ELECTRONIC	<input type="checkbox"/>
BIOMEDICAL	<input type="checkbox"/>
CHEMICAL	<input type="checkbox"/>
MATERIAL	<input type="checkbox"/>
PETROCHEM	<input type="checkbox"/>
PRECISION	<input type="checkbox"/>
IT & COMPUTER	<input type="checkbox"/>

INDUSTRIAL GROUP

ENVIRONMENTAL	<input type="checkbox"/>
HEALTH & SAFETY	<input type="checkbox"/>
AEROSPACE	<input type="checkbox"/>
MARINE	<input type="checkbox"/>
DEFENCE & SECURITY	<input type="checkbox"/>
EROSION CONTROL	<input type="checkbox"/>

CONSTRUCTION GROUP

CIVIL & STRUCTURAL	<input type="checkbox"/>
GEOTECH & TRANSPORTATION	<input type="checkbox"/>
MECHANICAL & ELECTRICAL	<input type="checkbox"/>
FACILITIES MANAGEMENT	<input type="checkbox"/>
SYSTEMS	<input type="checkbox"/>

OTHER INDUSTRY GROUP (PLEASE STATE BELOW)

	<input type="checkbox"/>
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V OTHER ENGINEERING AFFILIATIONS, AWARDS AND DISTINCTIONS

ARE YOU REGISTERED WITH PROFESSIONAL ENGINEERS BOARD SINGAPORE: * YES / NO.
IF YES, PLEASE ATTACH PHOTOSTAT COPY OF CERTIFICATE.

DATES OF ELECTION OR AWARD (STATE MONTH & YEAR)	DETAIL	ABBREVIATION

VI DECLARATION

I, the above named, do and hereby apply for * election as / * transfer to **FELLOW** of the Institution and do and hereby declare and undertake that in the event of my election or transfer, I shall uphold and abide by the constitution, by-laws and regulations of the Institution and that I shall accept as final and binding the decisions of the Council on all matters dealt with by them in accordance with the provisions of the said constitution, by-laws and regulations, and further that I shall undertake to promote the objects of the Institution to the best of my ability. I do and hereby accept full responsibility for the accuracy of the particulars contained in this application, and in particular, the correctness of my academic qualifications and practical experience, and do and hereby agree that if I am elected or transferred, the validity of my election or transfer shall depend upon the accuracy of such particulars as required by the by-laws of the Institution.

- I have/ have not * applied previously for election to any grade of membership of the Institution

PERSONAL DATA PROTECTION ACT

I consent to the processing by Institution of Engineers, Singapore of personal data, including sensitive personal data as defined in the Data Protection Act 2014, about me for the proper purposes of Institution of Engineers, Singapore (IES).

I undertake to observe the provisions of the Data Protection Act 2014 in relation to any personal data I may myself hold and process as a Members of Institution of Engineers, Singapore, and I agree to indemnify Institution of Engineers, Singapore from liability for any claims or damages that may arise from the processing of this data.

For more information kindly refer to: www.ies.org.sg/PDPA

DATE: _____ SIGNATURE OF APPLICANT: _____

*Delete whichever is not applicable

VII SPONSORSHIP

I, from personal knowledge, testify that the abovenamed is a proper person to belong to the Institution and propose to the Council that he be *elected / *transferred to Fellow Member of the Institution. I will provide a citation on the achievements of the abovementioned under separate cover to Honorary Secretary, IES.

(i) NAME OF PROPOSER AND GRADE OF MEMBERSHIP _____, (FIES)

SIGNATURE _____ DATE _____

I, the undersigned, concur with the above recommendation.

(2) NAME OF SECONDER AND GRADE OF MEMBERSHIP _____, (FIES)

SIGNATURE _____ DATE _____

NOTE: For election and transfer to Fellow, the applicant must be sponsored by two Fellows. The proposer has to provide a citation on the achievements of the candidate with respect to this application.

FOR OFFICIAL USE ONLY		
NOTES: MADE BY QUALIFICATION & MEMBERSHIP COMMITTEE		
DATE	MEMBERSHIP APPLICATION'S RECOMMENDATION / OBSERVATION	INITIAL OF CHAIRMAN OF Q&M COMMITTEE

Constitution of The Institution of Engineers, Singapore

1 NAME

The association as hereunder constituted shall be known as THE INSTITUTION OF ENGINEERS, SINGAPORE, which is hereinafter referred to as "The Institution".

2 PLACE OF BUSINESS

The Place of Business shall be at 70 Bukit Tinggi Road, Singapore 289758 or such other address as may subsequently be decided upon by the Committee appointed by the Registrar of Societies.

3 MISSION

As the national society of engineers in Singapore, our mission is to advance and promote the science, art and the profession of engineering for the well-being of mankind and national development of Singapore.

4 OBJECTIVES

- (1) to enhance the character and status and advance the interest of the profession of engineering and those engaged therein;
- (2) to promote honorable practice and mutual respect, and to decide all questions of engineering practice and etiquette affecting members of the Institution;
- (3) to provide quality service to its members and the nation; and
- (4) to provide opportunity for continuing professional development and promote fellowship among members.
- (5) and to achieve these objectives, the Institution shall:
 - (i) hold meetings, exhibitions, seminars, conferences, courses and visits and such other activities as the Institution may deem or conducive to the promotion or attainment of the above objectives;
 - (ii) communicate to members information on all matters affecting the profession of engineering and to print, issue and circulate such publications as may seem conducive to any of the objectives of the Institution.

5 MEMBERSHIP

Membership of the Institution shall be divided into six (6) classes, namely: Honorary Fellows, Fellows, Senior Members, Members, Associates and Students. The names of all members shall be entered on the Roll of the Institution (hereinafter referred to as "The Roll"). Members of the Institution shall use the following abbreviations corresponding to the respective class of members as listed:

Honorary Fellows, Fellows, Senior Members, Members, and Associates shall be entitled to use the designated abbreviations Hon.FIES, FIES, Sr.MIES, MIES, and AMIES, respectively. Students shall not be designated by abbreviations.

Each class of membership shall comprise every person who has been admitted, elected or transferred into the class so long as his name is on the Roll as such.

- (1) **HONORARY FELLOWS** shall be distinguished and eminent persons whose membership shall in the opinion of the Council add prestige to or advance the interests of the Institution. Honorary Fellowship shall only be conferred by the Council.

- (2) **FELLOWS** shall be persons:
 - (i) who are not less than 35 years of age and have been Members of the Institution for a period of three years, or in special instance of such shorter period as the Council may approve, provided that in the case of candidates who possess the qualifications for election to Membership, the Council may waive the stipulation as to their having been Members; and
 - (ii) who have been engaged for at least 5 years in a senior position of responsibility in engineering and have made a distinguished contribution to the profession or of equivalent standing; and have satisfied the Council that they are worthy of election as Fellows.

- (3) **SENIOR MEMBERS** shall be persons:
 - (i) who are not less than 32 years of age and have been Members of the Institution for a period of three years, or in special instance of such shorter period as the Council may approve, provided that in the case of candidates who possess the qualifications for election to Membership, the Council may waive the stipulation as to their having been Members; and
 - (ii) who have been engaged for at least 10 years in a position of responsibility in engineering and have made a distinguished contribution to the profession, or are of equivalent standing; and have satisfied the Council that they are worthy of election as Senior Members.

- (4) **MEMBERS** shall be persons:
 - (i) who are engineering graduates of recognized universities or colleges, or in possession of an equivalent qualification thereto,

OR

 - (ii) who are not less than 35 years of age, who have had suitable education and training as qualified engineers, who have had at least 10 years employment in positions of full responsibility in the design and execution of important engineering work, and who, in addition, have satisfied the Council that they are worthy of election as Members.

- (5) **ASSOCIATES** shall be persons who have had at least five years experience in a responsible position in engineering, or who have had at least three years experience in engineering and possess a Diploma in Engineering from a local Polytechnic, or who by their connection with engineering, science or the arts or otherwise are capable to interact with qualified engineers in the advancement of engineering knowledge.

- (6) **STUDENTS** shall be persons who are undergoing a recognized tertiary engineering course, or persons of equivalent academic standing.

(7) CORPORATE MEMBERS

The following

- (ii) Honorary Fellows;
- (iii) Fellows;
- (iv) Senior Members;
- (v) Members;

shall be known as Corporate Members of the Institution.

6 ONLY CORPORATE MEMBERS OF THE INSTITUTION SHALL HAVE VOTING RIGHTS

IES MEMBERSHIP FEES

1. The annual subscription, entrance and transfer fees are as set out in the table below, Honorary Fellows shall be Exempted from payment of all fees.

<u>CLASS OF MEMBERSHIP</u>	<u>ADMIN FEE</u>	<u>ENTRANCE FEE</u>	<u>ANNUAL SUBSCRIPTION</u>	<u>GST 7%</u>	<u>SUBSCRIPTION (incl.7% GST)</u>
Fellows	\$40	\$100	\$260	\$28.00	\$428.00
Senior Members	\$40	\$ 60	\$180	\$19.60	\$299.60
Members (Age >= 31).....	\$40	\$ 60	\$180	\$19.60	\$299.60
(Age <= 30)	\$40	\$ 60	\$120	\$15.40	\$235.40
Associates	\$40	\$ 60	\$160	\$18.20	\$278.20

TRANSFER FEE

<u>CLASS OF MEMBERSHIP</u>	<u>TRANSFER FEE</u>	<u>GST 7%</u>	<u>SUBSCRIPTION (incl.7% GST)</u>
Associate to Member	\$40	\$2.80	\$42.80
Member to Senior Member	\$40	\$2.80	\$42.80
Member to Fellow	\$40	\$2.80	\$42.80

2. All annual subscriptions are due on 1st day of April in each year for the year then commencing. The subscription for members is pegged according to their age as at 1st April of each year.
3. Candidate duly admitted, elected or transferred from one class to another, shall be informed in writing by the Honorary Secretary. He shall pay the entrance or transfer fee and annual subscription for the current year (or the increase thereof in case of transfer) within two months after the date of his election or transfer which otherwise shall become void.
4. The first annual subscriptions of Fellows, Senior Members, Members or Associates who are transferred, elected or admitted between the first day of January and the thirty-first day of March in any year, or the increase therefore in the case of transfer during this period, shall be in respect of the year commencing on the first day of April next ensuing.
5. CHEQUE should be crossed and made payable to "IES".
6. Your attention is drawn to Clause (77) and Clause (81) of the Institution's By-Laws:

Payment of Annual Subscription

(77) Every Fellow, Senior Member, Member or Associate shall be liable for payment of his annual subscription until he has signified to the Honorary Secretary in writing his desire to resign, having previously paid all arrears, including the subscription for the year current at the date of his notice, or until he has forfeited his right to remain in, or to be attached to the Institution.

Arrears of Subscription

(81) Every person whose subscription is two years in arrears that is to say, whose arrears and current subscription shall not have been paid on or before the first day of May, shall be reported to the Council, who shall direct application to be made to him according to such form as the Council may prescribe and in the event of its becoming one additional month in arrear, after such application, the Council shall have the power, after suitable remonstrance by letter in the form so provided, of expelling the defaulter from the Institution by erasing his name from the Roll.

7. In order to save time and effort, and to avoid delays in paying fees and subscriptions due, all members are strongly encouraged to pay their fees and subscriptions through GIRO.

A Direct Debit Authorisation form is enclosed for your kind completion and return (COMPULSORY).

IES will issue an official receipt for every deduction made from your bank account.