



APPLICATION FOR IES/ACES Mechanical & Electrical RESIDENT TECHNICAL OFFICER (RTO) REGISTRATION



Note: 1. Application Fee: S\$109.00 (non-refundable) and Subscription Fee: S\$109.00 upon approval 2. Submit the new application online: https://portal.ies.org.sg/signup 3. To attach a copy of your academic qualification and complete mark sheets/official notarial transcripts (original and in English), Diploma certificate and complete mark sheets/official notarial transcripts needed if there is exemptions/ advance standing for Bachelor Degree – all to be verified, endorsed and signed by Professional Engineer (Mechanical/Electrical) 4. A copy of front and back of your Identification Card and a copy of Professional CV 5. Please email the above documents to: me.rerto@ies.org.sg to ensure all documents are in order before submitting the documents to IES 6. To bring along original academic qualification and complete mark sheets/official notarial transcripts (original and in English) for verification at IES 7. Processing time under normal circumstances is 2 months Application form to be duly completed with all original endorsement to be submitted. Incomplete submission of documents will be rejected.	Passport Size Photo
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A	Personal Particulars
1	Full Name (in block letters): *Dr/Mr/Mrs/Ms/Mdm _____ (Underline surname)
2	Identification No: _____ Nationality: _____ *(Singapore NRIC/PR/Passport)
3	Date and Place of Birth: _____ Written/Spoken Language _____
4	Telephone No: _____ (Home) _____ (Office/Pager/HP)
5	Mailing Address: _____ _____ _____
6	Email Address: _____
B	Eligibility
	# Entry Qualification: 1 ☐ Degree from any local/foreign university: _____ (Date of Degree: _____) 2 ☐ Diploma from any local/foreign polytechnic in _____ : _____ Mechanical Engineering or Electrical Engineering (Date of Diploma: _____) 3 ☐ Others: _____

To attach a **CERTIFIED TRUE COPY by the Professional Engineer** of your educational qualification and marksheets/official notarial transcripts (original and in English) and to be **verified by the Professional Engineer (signed and stamped)**.

* Delete accordingly

Note: It is an offence to make or produce to the Joint Accreditation Committee any document, declaration, certificate, report, record or notice which is false in a material particular. IES reserve the rights not to disclose any information pertaining to the project detail and the relevancy of experience from the committee



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	Current Employment
	1 Current Employer - a) ☐ Professional Engineer b) ☐ Developer/Builder 2 Name of Current Employer: _____
D	Criminal Record
	Any criminal conviction/offence under Singapore Law ☐ Yes* ☐ No If Yes*, please provide details (if space below is insufficient, please attach) _____ _____
E	Resident Technical Officer's Declaration
	I hereby declare that all the particulars and information provided in this form and the appendices attached are true and accurate to the best of my knowledge. I hereby declare that I have read and will abide to the Terms and Conditions for accreditation as well as the Rules for Professional Conduct and Discipline. ‘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 _____ Signature of Applicant for Resident Technical Officer _____ Date
F	Professional Engineer Declaration (any one of the supervising Professional Engineers as in Appendix 1)
	I have personally checked and verified the above, the Resident Technical Officer's academic qualifications, and years of practical experience in design or site supervision of mechanical or electrical works. I recommend that the applicant to be considered for the registration based on the required qualifications and experience (see Appendix 1), if applicable, as prescribed. I am fully aware that I shall be liable for an offence if I knowingly make or produce any information which is false. _____ Professional Engineer's Stamp and Signature _____ Date

DETAILS OF POST-GRADUATE DESIGN OR CONSTRUCTION EXPERIENCE
(all fields to be duly completed)

APPENDIX 1

Applicant's Name: _____

Date (dd/mm/yyyy) From - To	Details of Work Experience				Employer	Verification by supervising Professional Engineer of the project+ (Sign, Stamp & date of endorsement)
	Project Title				Name	
	Project Reference no.					
	Cost of Project					
	Position Held					
	Describe in detail types of mechanical or electrical works designed and supervised and degree of responsibilities in each engagement (If space below is insufficient, attach additional sheet.)	Duration of involvement in Design / Site supervision Indicate the number of months involved in each engagement in the Project (please specify)	Full Time or Part Time (please specify)	Name of the supervising professional engineer (PE) in this engagement	Address	
Total (Years & Months)						

+ To be endorsed by **supervising Professional Engineer in Mechanical or Electrical Engineering discipline.**

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Notes:

Applications **must** be accompanied with

A duly completed prescribed application form; and

One of the following academic qualifications:

1. A local diploma from any local polytechnic in Mechanical or Electrical Engineering or Building Services; **Minimum two years of such relevant practical experience in full-time supervision of building works in building sites in Singapore.**
2. A foreign Diploma in Mechanical or Electrical Engineering or Building Services. **Minimum three years of such relevant practical experience in full-time supervision of building works in building sites in Singapore, Malaysia or Hong Kong is required. Interview required.**
3. A higher certificate or GCE 'O' Level in technical stream. **At least 10 years of practical experience in full-time supervision of building works in building site is required with minimum of 4 years of such relevant practical experience in Singapore. Interview required.**
4. A foreign degree in Mechanical or Electrical Engineering or Building Services; **Minimum two years of such relevant practical experience in full-time supervision of building works in building sites in Singapore. Interview required.**

Professional Interview is a mandatory requirement.

ADDITIONAL NOTE:

A Professional Engineers (PE) with valid practicing certificate in Mechanical or Electrical or Building Services-related discipline is not required to register.

SUBMISSION OF DOCUMENTS BY HAND TO

Joint Accreditation Committee (M&E)
C/o The Institution of Engineers, Singapore
70 Bukit Tinggi Road, Singapore, 289758