



**APPLICATION FOR
IES/ACES
Civil & Structural RESIDENT TECHNICAL OFFICER (RTO)
ACCREDITATION**



ASSOCIATION OF
CONSULTING ENGINEERS
SINGAPORE

Note:

1. Application Fee: S\$21.80 (non-refundable) and Subscription Fee: S\$65.40 per calendar year upon approval
2. Payment by IES Portal <https://portal.ies.org.sg/login>
3. To submit 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**
4. A copy of front and back of your Identification Card/Work Pass (Foreigner)
5. For foreign applicants, verification of the authenticity of educational qualifications must be conducted by one of the MOM recognised background screening companies. The list of the said companies can be found via the following hyperlink: <https://www.mom.gov.sg/faq/work-pass-general/what-are-the-requirements-for-a-verification-proof#background-screening-companies>
6. Processing time under normal circumstances is 2 months
7. If you are aged 65 & Above (based on calendar year), you are required to submit a medical letter to state that you are physically fit for work in construction industry
8. For Re-Application (those with existing RE/RTO no. and have lapse for 3 calendar years), to attach a copy of Employment Letter or Declaration (For Unemployed ONLY)
9. Please note that you are required to do online submission via our IES Portal here: <https://portal.ies.org.sg/login>
10. After completing the online submission, you must email the **application forms and all supporting documents** to re.rto@iesnet.org.sg

Important: IES will not process the application if you do not send the documents by email after completing the online submission.

*Application form to be duly completed with all original endorsement to be submitted.
Incomplete submission of documents will be rejected.*

Passport Size Photo

A	Personal Particulars
	1 Full Name (in block letters): *Dr/Mr/Mrs/Ms/Mdm _____ (Underline surname)
	2 Identification No: _____ Nationality: _____ *(Singapore NRIC/SPR/FIN)
	3 Date and Country of Birth: _____ Written/Spoken Language _____
	4 Telephone No: _____ (Home) _____ (Office/HP)
	5 Home 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 Civil Engineering or Structural Engineering: _____ (Date of Diploma: _____) 3 ☐ Others : _____



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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.

C	Current Employment (tick accordingly) 1. ☐ Appointed RTO on site 2. ☐ C & S Consultant 3. ☐ Builder 4. ☐ Developer 5. ☐ Public Agencies 6. ☐ Others (please state _____) Name of Current Employer: _____
D	Criminal Record (tick accordingly) 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 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 (<i>any one of the supervising Professional Engineers as in Appendix 1</i>) I have personally checked and verified the above, the Resident Technical Officer’s academic qualifications, and the years of practical experience in site supervision of structural works. I declare that he possesses 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 Stamp and Signature _____ Date

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

Appendix 1

Applicant Name : _____

Date of involvement (dd/mm/yyyy) From - To	Details of Work Experience				Employer	Verification by the supervising Professional Engineer of the project+ (Sign , Stamp & date of endorsement)
	Project Title				Name	
	BCA Project Reference no. Eg. E0123-00001-2002					
	Position Held					
	Describe in detail types of structural works supervised and degree of responsibilities in each engagement <i>(If space below is insufficient please attach additional pages)</i> All additional pages must include your name, Project Reference Number, and PE endorsement, in typed format only.	Duration of involvement in LOCAL Site supervision Indicate the number of months involved in each engagement in the Project <i>(please specify)</i>	Full Time or Part Time <i>(please specify)</i>	Name of the supervising Professional Engineer for each project <i>(please specify)</i>	Address	
Total (Years & Months)						

+ To be endorsed by **supervising Professional Engineer in Civil or Structural Engineering discipline.**

+ Note: All additional or supporting pages of Appendix 1 to include Name, Project Reference No and PE endorsement. (All in typing format only)

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Notes:

Applications **must** be accompanied with

A duly completed prescribed application form; and

One of the following academic qualification:

1. A Degree from any local university or a Diploma from any local polytechnic in Civil Engineering or Structural Engineering;
2. A Diploma in any construction-related field from any local polytechnic or Diploma in Construction Engineering from the Building and Construction Authority Academy, and has at least one year of such relevant practical experience in full-time supervision of structural works in Singapore construction sites as may be acceptable to the Commissioner of Building Control;
3. A Diploma or higher certificate from any foreign polytechnic in Civil Engineering or Structural Engineering, and has at least **two years*** of such relevant practical experience in full-time supervision of structural works in Singapore construction sites as may be acceptable to the Commissioner of Building Control;
4. A Degree from any foreign university in Civil Engineering or Structural Engineering, and has at least two years* of such relevant practical experience in full-time supervision of structural works in Singapore construction sites as may be acceptable to the Commissioner of Building Control;
5. National Certificate on Construction Supervision (NCCS) from the Building and Construction Authority Academy and has at least one year of such relevant practical experience in full-time supervision of structural works in Singapore construction sites as may be acceptable to the Commissioner of Building Control.

Please take note that application will be considered rejected if:

- a) incorrect information is submitted for the second review
- b) applicants failed to provide the necessary supporting documents within 1 month after the communication

Interview may be arranged to verify the academic qualification and the relevant practical experience in full-time supervision of structural works before the RTO accreditation. A Professional Engineer with a valid practicing certificate in the Civil or Structural engineering discipline is not required to be accredited as a RTO.

****As of 15 Dec 2017, the BCA regulations state that the requirement for relevant practical experience in the case of resident technical officers is amended from one year to two years.***

ADDITIONAL INFORMATION FOR ACCREDITATION OF RTO (TUNNEL)**Supporting Documents for application:**

- 1) Application form, which can be obtained:
<http://www.ies.org.sg/Tenant/C0000005/PDF%20File/Registry/C&S/RERTOTunnel.pdf>
- 2) Proof of TUCSS Membership
- 3) 2 reference letters confirming the tunneling experience; at least 1 of the references shall be from the project client/QPS.
- 4) Resume/ CV with job history showing minimum 2 years' experience in the construction supervision of tunneling works (tunneling works means bored tunneling with segmental lining).
- 5) Must be accredited as RTO as pre-requisite

See TUCSS website <http://www.tucss.org.sg/> for requirements and further details.

SUBMISSION OF APPLICATION BY EMAIL TO re.rto@iesnet.org.sg**Important Note: With effect from 1 September 2026**

Applicants are required to possess the ORIGINAL physical diploma/degree certificate(s) and academic transcript(s) before applying. Please note that applicants may be requested to produce the original documents at The Institution of Engineers, Singapore (IES) for verification and audit purposes. Failure to produce the original documents upon request may result in the application being rejected.