



REGISTRATION APPLICATION FORM 2

CONTACT DETAILS

All business contact details are available to the public

Title: (Prof/Dr/Mr/Mrs/Ms/Miss)	
First Name:	
Middle Names:	
Surname: (family name)	
Business/Employer Name:	
Business/Employer Address*#: <i>must be a street address – a postal box is not acceptable</i>	
Business Phone Number*#:	
Mobile Phone Number*#:	
Fax Number:	
Email Address*#:	
<i>* Information is required in order to process application # If applying for non-practising or not currently employed as a professional engineer – provide contact address and details</i>	
Postal address for correspondence:	
Date of Birth:	

COMPETENCIES IN PROFESSIONAL ENGINEERING

Please provide evidence of assessment of competencies by an approved assessment scheme. It is a requirement of registration that this documentation be provided. The application will not be processed if this information is not included*.

Assessment by Assessment Scheme		
Name of Assessment Scheme	Area/s of Engineering	Date of Assessment

OFFICE USE ONLY		Recommending:
RPEQ #:	IMIS ID:	Date:
TRANS #:	IMIS Checked:	Signed:

NEED TO GET IN TOUCH?

T 07 3210 3100
E admin@bpeq.qld.gov.au

www.bpeq.qld.gov.au

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FITNESS TO PRACTISE

You must answer the following questions truthfully to allow BPEQ to assess whether you are fit to practise as a RPEQ. If you do not answer all of the questions your application cannot be processed. It is an offence to give information in this form that you know is false or misleading in a material particular.

OFFENCES

1. Do you have a conviction, other than a spent conviction for:

(a) an indictable offence?	Yes	No
(b) an offence against the <i>Professional Engineers Act 2002</i> or the <i>Professional Engineers Act 1988</i> ?	Yes	No
(c) another offence, relating to the practise of engineering, against a law applying, or that applied, in Queensland, the Commonwealth, another State, or a foreign country?	Yes	No

If **YES**, please provide a copy of the Court order and reasons for decision by way of attachment.

SUSPENSION/CANCELLATION

2. Has your registration to practise as a professional engineer ever been suspended or cancelled in Queensland, interstate or overseas?

Yes No

3. Has your membership of an association of professional engineers, whether in Australia or a foreign country, been cancelled under the association's rules for disciplinary reasons?

Yes No

If **YES**, please provide a copy of the notice of suspension or cancellation you received and explain the reasons for the suspension or cancellation by way of attachment.

BANKRUPTCY

4. Are you currently affected by bankruptcy action*?

Yes No

If **YES**, please provide a copy of your official bankruptcy documents and provide details of the circumstances surrounding your bankruptcy by way of attachment.

CONTROL ACTION OF CORPORATION

5. Are you an executive officer of a corporation that is affected by control action*?

Yes No

If **YES**, please provide a copy of the official control action documents and explain the reason the company is affected by the control action by way of attachment.

DISCIPLINARY ACTION

6. Have you ever been subject to a disciplinary order by Queensland Civil and Administrative Tribunal (QCAT), the Queensland Commercial and Consumer Tribunal (QCCT), or the Professional Engineers Disciplinary Panel?

Yes No

If **YES**, please provide a copy of the order and reasons for decision by way of attachment.

HEALTH ASSESSMENT

7. Have you ever been required by BPEQ to undergo a health assessment?

Yes No

ISSUES AFFECTING COMPETENCE AND SAFE PRACTICE

8. Is there any mental, physical or other issue that impacts upon your ability to competently and safely practise as a registered professional engineer?

Yes No

If **YES**, please provide details by way of attachment.

* See Explanatory Notes on Registration on the BPEQ website for further information

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CONSENT TO ELECTRONIC NOTICES UNDER THE *ELECTRONIC TRANSACTIONS (QUEENSLAND) ACT 2001*

I consent to receiving all notices, certificates and other information from BPEQ by email. This applies to any notices, certificates and other information to be given after the date I submit this application. This includes any notices under the <i>Professional Engineers Act 2002</i> .	Yes	No
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NB: the email address to which notices will be sent will be the email address nominated in the contact details of this form. It is your responsibility to advise BPEQ about any change of your name or contact details within 21 days in writing. It is an offence to fail to do so unless you have a reasonable excuse.

APPLICANT'S DECLARATION

This is a legal document, you must affix an original 'wet' signature. Photocopied, digital or electronic signatures will not be accepted.

RPEQ PRACTISING	NON-PRACTISING PROFESSIONAL ENGINEER
I hereby apply for registration and declare that the information in this application and accompanying documents is true and correct to the best of my knowledge and belief.	I hereby apply for registration and declare that the information in this application and accompanying documents is true and correct to the best of my knowledge and belief. I declare that I will not carry out, or be responsible for the carrying out of, professional engineering services in Queensland or for Queensland within the registration period to which this application relates.
Signature:	Signature:
Date:	Date:

NB: applications without an original 'wet' signature will not be accepted

PRIVACY STATEMENT

The Board of Professional Engineers of Queensland (BPEQ) will use the personal information you provide in and with this form to:

- update and maintain your name and contact details in its records and in its register of persons who are, or have been, registered professional engineers of Queensland (RPEQ);
- assess whether to renew your registration as a RPEQ and, in renewing your registration, whether to impose a condition or conditions on your registration;
- if BPEQ decides to renew your registration—receive payment of your annual registration fee;
- assess whether to investigate, or authorise, in writing, an investigator to conduct an investigation of, your conduct or of your compliance with the *Professional Engineers Act 2002* (PE Act)
- assess whether to investigate, or authorise, in writing, an investigator to conduct an investigation of, a possible disciplinary ground of conviction for an offence related to the practice of engineering;
- assess whether to require you to undergo a health assessment;
- provide you with important information about matters affecting your registration and services offered by BPEQ; and
- Provide you with services and communications including, but not limited to, newsletters, updates, and online surveys via post, electronic and telecommunications means.

BPEQ is authorised to collect this information by section 18(3) and 18(6) of the PE Act. BPEQ will publish your name and contact details in its register of persons who are, or have been, RPEQs, which is available to the public. BPEQ may use third parties to administer and deliver services and communications to you including, but not limited to, newsletters, updates, and online surveys. Some of these third parties may be located outside Australia. Personal information you provide with this application may be transferred to an entity outside Australia and stored outside Australia to administer and deliver these services and communications. By completing this application, you agree to this transfer. If you do not wish your details to be used for any one or more of the above purposes, please advise BPEQ in writing to PO Box 15213 CITY EAST QLD 4002 or admin@bpeq.qld.gov.au.

NB: please do not bind applications as they may need to be photocopied

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TAX INVOICE NEW APPLICANT

REGISTRATION INFORMATION

Amount due	Registration valid to
\$227.65 + \$61.65	30 June 2019
RPEQ Practising and application fee (GST exempt)	Registration is valid for a period of no more than 12 months, expiring end of financial year.
\$114.55 + \$61.65	Applications for RPEQ Practising made within six months of the financial year are entitled to have the registration fee reduced to half the full registration amount
RPEQ Non-Practising and application fee (GST exempt)	

HOW TO PAY

Credit: Enter credit card payment details below and post to PO Box 15213, CITY EAST QLD 4002

VISA Mastercard			
Cardholder name			
Card #		Card expiry	/
Total fees A\$		Signature	

Direct debit: Complete Direct Debit Request Form and post to PO Box 15213, CITY EAST QLD 4002 with Tax Invoice

Credit card and account information is not stored by BPEQ and will be destroyed after payment has been accepted.

A receipt will be issued following registration.

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DIRECT DEBIT REQUEST FORM

Request and authority to debit the account named below to pay the Board of Professional Engineers of Queensland ("BPEQ").

Request and authority to debit	Surname and company name (if applicable) Given names and ACN/ARBN (if applicable) request and authorise BPEQ to arrange, through its own financial institution, to direct debit your nominated account for all registration, renewal or restoration application fees deemed payable by you during to This debit or charge will be made through the Australian Payments Clearing System Association Limited (APCA) from your account held at the financial institution you have nominated below, subject to the terms and conditions of the below Direct Debit Request Service Agreement. APCA services provided by SecurePay Pty Limited (ACN 088 101 875) on behalf of the Board of Professional Engineers of Queensland.
Insert the name and address of the financial institution at which the account is held	Financial institution name Address
Insert details of account to be debited	Name of account BSB number (must be 6 Digits) Account number
Acknowledgment	By signing this and/or providing us with a valid instruction in respect to your Direct Debit Request, you have understood and agreed to the terms and conditions governing the debit arrangements between you and BPEQ as set out in this Direct Debit Request Form and in your Direct Debit Request Service Agreement.
Insert your signature and address	Signature (If signing for a company, sign and print full name and capacity for signing e.g. director) Address Date
Second account signatory (if required)	Signature (If signing for a company, sign and print full name and capacity for signing e.g. director) Address Date

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Direct Debit Request – Service Agreement

This is your Direct Debit Service Agreement with the Board of Professional Engineers of Queensland. It explains what your obligations are when undertaking a Direct Debit arrangement with us. It also details what our obligations are to you as your Direct Debit provider.

Please keep this Agreement for future reference. It forms part of the terms and conditions of your Direct Debit Request and should be read in conjunction with your authorisation on your Direct Debit Request Form.

Definitions

Account means the account held at the Financial Institution from which we are authorised to arrange for funds to be debited.

Agreement means this Direct Debit Request Service Agreement between you and us.

Banking Day means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia.

Debit Day means the day that payment by you to us is due.

Debit Payment means a particular transaction where a debit is made.

Direct Debit Request means the Direct Debit Request Form between us and you.

Financial Institution is the financial institution where you hold the Account that you have authorised us to arrange to debit.

us or we means the Board of Professional Engineers of Queensland, that you have authorised by signing your Direct Debit Request.

you means the customer who signed the Direct Debit Request.

1. Debiting your Account

1.1 By signing a Direct Debit Request or by providing us with a valid instruction, you have authorised us to arrange for funds to be debited from your Account, either directly or through Secure Pay. You should refer to the Direct Debit Request and this Agreement for the terms of the arrangement between us and you.

1.2 We will only arrange for funds to be debited from your Account as authorised in the Direct Debit Request.

or

We will only arrange for funds to be debited from your Account if we have sent to the address nominated by you in the Direct Debit Request, a billing advice which specifies the amount payable by you to us and when it is due.

1.3 If the Debit Day falls on a day that is not a Banking Day, we may direct the Financial Institution to debit your Account on the following Banking Day. If you are unsure about which day your Account has or will be debited you should ask the Financial Institution.

2. Amendments by us

2.1 We may vary any details of this Agreement or your Direct Debit Request at any time by giving you at least fourteen days written notice.



3. Amendments by you
- You may change*, stop or defer a Debit Payment, or terminate this Agreement by providing us with at least fourteen days notification by writing to:
- The Board of Professional Engineers of Queensland, Level 15, 53 Albert Street, Brisbane QLD 4000
- or
- by telephoning us on 07 3210 3100 during business hours;
- or
- arranging it through the Financial Institution, which is required to act promptly on your instructions.
- *Note: in relation to the above reference to 'change', the Financial Institution may 'change' your Debit Payment only to the extent of advising us of your new account details.
4. Your obligations
- 4.1 It is your responsibility to ensure that there are sufficient clear funds available in your Account to allow a Debit Payment to be made in accordance with the Direct Debit Request.
- 4.2 If there are insufficient clear funds in your Account to meet a Debit Payment:
- (a) you may be charged a fee and/or interest by the Financial Institution;
 - (b) you may also incur fees or charges imposed or incurred by us; and
 - (c) you must arrange for the Debit Payment to be made by another method or arrange for sufficient clear funds to be in your Account by an agreed time so that we can process the Debit Payment.
- 4.3 You should check your Account statement to verify that the amounts debited from your Account are correct.
- 5 Dispute
- 5.1 If you believe that there has been an error in debiting your Account, you should notify us directly on 07 3210 3100 and confirm that notice in writing with us as soon as possible so that we can resolve your query more quickly. Alternatively you can take it up directly with the Financial Institution.
- 5.2 If we conclude as a result of our investigations that your Account has been incorrectly debited we will respond to your query by arranging for the Financial Institution to adjust your Account (including interest and charges) accordingly. We will also notify you in writing of the amount by which your Account has been adjusted.
- 5.3 If we conclude as a result of our investigations that your Account has not been incorrectly debited we will respond to your query by providing you with reasons and any evidence for this finding in writing.



6. Account
- You should check:
- (a) with the Financial Institution whether direct debiting is available from your Account as direct debiting is not available on all accounts offered by financial institutions;
 - (b) your Account details which you have provided to us are correct by checking them against a recent Account statement; and
 - (c) with the Financial Institution before completing the Direct Debit Request if you have any queries about how to complete the Direct Debit Request.
7. Confidentiality
- 7.1 We will keep any information (including your Account details) in your Direct Debit Request confidential. We will make reasonable efforts to keep any such information that we have about you secure and to ensure that any of our employees or agents who have access to information about you do not make any unauthorised use, modification, reproduction or disclosure of that information.
- 7.2 We will only disclose information that we have about you:
- (a) to the extent specifically required by law; or
 - (b) for the purposes of this Agreement (including disclosing information in connection with any query or claim).
8. Notice
- 8.1 If you wish to notify us in writing about anything relating to this Agreement, you should write to The Board of Professional Engineers of Queensland, Level 15, 53 Albert Street, Brisbane QLD 4000.
- 8.2 We will notify you by sending a notice in the ordinary post to the address you have given us in the Direct Debit Request.
- 8.3 Any notice will be deemed to have been received on the third Banking Day after posting.