



APPLICATION FOR REGISTRATION MUTUAL RECOGNITION FORM 1.1.1

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:	

DETAILS OF CURRENT REGISTRATION IN A STATE OR TERRITORY IN AUSTRALIA OR NEW ZEALAND

Local registration authority: <i>Attach copy of registration confirmation from local registration authority</i>	
Date of registration:	
Current registration number:	
Registration Category/Occupation:	
Conditions on registration: <i>If any; attach extra pages if necessary</i>	

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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AREA(S) OF ENGINEERING

Nominated area(s) of engineering to be registered in:

NB: BPEQ's website contains a list of all areas of engineering it recognises

NOTICE PURSUANT TO THE *MUTUAL RECOGNITION (QUEENSLAND) ACT 1992* OR THE *TRANS-TASMAN MUTUAL RECOGNITION AGREEMENT (QUEENSLAND) ACT 2003*

I, (insert full name of applicant)

_____ whose details appear above provide the following Notice pursuant to the *Mutual Recognition (Queensland) Act 1992* or the *Trans-Tasman Mutual Recognition Agreement (Queensland) Act 2003* state that:

1. I am registered for the occupation of :

with

or

(Insert occupation and registration authority)

Chartered professional engineer in New Zealand; and

2. I am not subject to disciplinary proceedings in any participating jurisdiction (including preliminary investigations or actions that might lead to disciplinary proceedings) in relation to the occupation of professional engineering; and
3. my registration is not cancelled or currently suspended in any participating jurisdiction as a result of disciplinary action; and
4. I am not otherwise personally prohibited from carrying out professional engineering in any participating jurisdiction and am not subject to any special conditions in carrying out professional engineering as a result of criminal, civil or disciplinary proceedings in any participating jurisdiction; and
5. I am not subject to special conditions in carrying on professional engineering in any participating jurisdiction (other than any disclosed above); and
6. I give consent to the making of inquiries of, and authorise the exchange or information with, any participating jurisdiction regarding my activities as a professional engineer or other matters relevant to this application.

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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.

I, _____, the above applicant for registration with the Board of Professional Engineers of Queensland, do hereby make application for registration and by virtue of the particulars contained in this application sincerely declare that the particulars shown in this application, both in this and the preceding pages, and also in any other documents provided with this application are true and correct in every particular.

Signature: _____

Date: _____

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

PRIVACY STATEMENT

Your personal information is being collected on this form for the purpose of assisting the Board of Professional Engineers of Queensland (BPEQ) in determining whether or not a person is entitled to be registered as an engineer by virtue of current registration in other Australian states or territories, or New Zealand. The information is collected under the *Mutual Recognition (Queensland) Act 1992* and the *Trans-Tasman Mutual Recognition Agreement (Queensland) Act 2003* and to maintain the register as required by s.8(3) &(4) under the *Professional Engineers Act 2002*. As required by s.102(3)(a) of the *Professional Engineers Act 2002*, your name and contact details collected on this form will be made available for inspection by the public at the BPEQ's office or on its website. All other personal information collected on this form will not be disclosed to any other third party without your consent, unless authorised or required by law.

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.
\$113.80 + \$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.

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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.