



BOARD OF
**PROFESSIONAL
ENGINEERS**
OF QUEENSLAND

APPLYING FOR REGISTRATION — EXPLANATORY NOTES

Approved 19 June 2019
Version 2



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ABOUT REGISTRATION

The Professional Engineers Act 2000 (Qld) (**PE Act**) regulates the profession of engineering in Queensland. Anyone providing a professional engineering service in Queensland or for Queensland must be registered as registered professional engineer of Queensland (**RPEQ**). Registration helps maintain standards in the profession and uphold public confidence in the services provided by engineers.

The Board of Professional Engineers of Queensland (**BPEQ**) administers the PE Act and registers engineers for practice. Any individual may apply to become a RPEQ if they are assessed as being qualified and competent.

For more information on registration see BPEQ's [General Registration Process policy](#).

HOW TO APPLY

You must apply for registration by way of the approved form – Application for Registration Form 2.

HOW TO COMPLETE THE FORM

You must fully complete the form and attach all required documents. If you do not, your form will be invalid and will not be processed.

The form must be mailed or delivered in person to BPEQ with your real (wet ink) signature. Emailed forms with electronic signatures will not be accepted.

Do not staple or glue your form or affix sticky notes to your form. Ensure all documents you provide are on A4 paper.

Supporting documents you attach with this application (e.g. letter of assessment or proof of identity) need only be provided as copies. Do not provide original documents unless requested. Original documents or copies of documents in languages other than English must be translated.

Please contact BPEQ at admin@bpeq.qld.gov.au or call 07 3210 3100 if you have any questions or need help filing out the form.

PERSONAL DETAILS

You must provide various personal details in the form.

Your residential address, business/employer address, and email address will be used by BPEQ to correspond with you, including to give you notices under the PE Act. Your residential address cannot be a PO Box.

If your registration is restored, the following of your personal details will be kept in BPEQ's register of RPEQs:

- your first name, middle name(s), and surname; and
- your preferred name (if any); and
- your business/employer name; and
- your business/employer address; and
- your business/employer telephone; and
- your business employer facsimile; and/or
- your business/employer email.

The register is open for inspection by members of the public. Details including name, RPEQ number, date of registration, business/employer name and business/employer suburb/city, postcode, state/territory and country also appears in the RPEQ search function on BPEQ's [website](#).

Your residential address will be used if you do not have a business/employer address (e.g. you are not practising or are not practising predominantly at one place).

Your other personal information is collected to authenticate your identity when you contact BPEQ to discuss your personal information and assist BPEQ in performing its functions under the PE Act.



AREA OF ENGINEERING AND REGISTRATION TYPE

You must state each area of engineering in which you seek registration. If you do not list an area of engineering, you will not be registered in it. For each area of engineering, state the assessment scheme against which you have had your qualifications and competencies successfully assessed, the date of the assessment and attach a letter of assessment from the entity that administers the scheme. You cannot be registered in an area of engineering for which you have not been assessed as qualified and competent.

You must indicate whether you are applying for registration as a practising professional engineer or non-practising professional engineer.

EDUCATION AND EMPLOYMENT STATUS

You must provide details of your tertiary qualifications relevant to engineering and attach a copy of each qualification.

You must provide details of your employment status.

EVIDENCE OF IDENTITY

You must provide the required evidence of identity documents – one Category A document and one Category B document OR two Category B documents and one Category C document.

FITNESS TO PRACTISE

You must make various declarations about issues that might affect your fitness to practise as a RPEQ. For these declarations:

bankruptcy means:

- you are a bankrupt in respect of a bankruptcy from which you have not been discharged, whether in Australia or in an external territory of foreign country
- you have the status of an undischarged bankrupt under the law of an external territory or a foreign country;
- your property is subject to control by the Official Trustee or another specified registered trustee or a solicitor, whether under a personal insolvency or otherwise, under the *Bankruptcy Act 1966* (Cth) (**Bankruptcy Act**) or the corresponding law of an external territory or foreign country;
- you have executed a personal insolvency agreement under Bankruptcy Act or the corresponding law of an external territory or foreign country, and the terms of the agreement have not been fully complied with;
- you are party to a debt agreement under the Bankruptcy Act or the corresponding law of an external territory or a foreign country.

control action means:

- execution of a deed of company arrangement under the *Corporations Act 2001* (Cth) (**Corporations Act**) or the corresponding law of an external territory or a foreign country;
- a winding-up, whether or voluntarily under court order, under the Corporations Act or the corresponding law of an external territory or foreign country;
- appointment of an administrator, liquidator, receiver, or receiver and manager under the Corporations Act or the corresponding law of an external territory or foreign country.

conviction means:

a conviction by or before any court for an offence, whether recorded, in Australia or overseas.



rehabilitation period, for a conviction, means—

- (a) in relation to a conviction on indictment recorded against a person who in relation to that conviction was not dealt with as a child—
 - i. a period of 10 years commencing on the date the conviction is recorded; or
 - ii. where an order of a court made in relation to the conviction has not been satisfied within that period of 10 years—a period terminating on the date the order is satisfied;whichever period is the later to expire; or
- (b) in relation to a conviction recorded against a person where paragraph (a) above does not apply—
 - i. a period of five years commencing on the date the conviction is recorded; or
 - ii. where an order of a court made in relation to the conviction has not been satisfied within that period of five years—a period terminating on the date the order is satisfied;whichever period is the later to expire.

revival, for any conviction for which a rehabilitation period has expired, means the following:

- (1) Subject to paragraph (2) below, where a person who has incurred a conviction—
 - a. in relation to which the rehabilitation period is running; or
 - b. in relation to which the rehabilitation period has expired;is again convicted for an offence in Australia or overseas—
 - c. in the case referred to in subparagraph (a) above—the rehabilitation period in relation to that conviction commences again to run on the date the offender is again convicted and any part of the rehabilitation period that elapsed between that conviction and that date is disregarded; and
 - d. in the case referred to in subparagraph (b) above—that conviction is taken to be revived and the rehabilitation period in relation to that conviction commences again to run on the date of the revival of that conviction.
- (1A) However, if the subsequent conviction is quashed on appeal, the provisions of subparagraphs (c) or (d) above (whichever is appropriate) do not apply and it is as if the subsequent conviction had not been incurred.
- (2) Paragraph (1) above does not apply where the offence for which a person is subsequently convicted is a simple offence or a regulatory offence or an offence that if committed in Queensland would be a simple offence or a regulatory offence or an offence in respect of which the offender could be dealt with in summary proceedings unless the court by which the person is subsequently convicted is satisfied that, having regard to the public interest, previous convictions recorded against the person, or any of them, should be revived and pronounces accordingly in its order.
- (3) Where a court pronounces in its order that one or some only of several convictions recorded against a person are to be revived the provisions of paragraph (1) above applies in respect of that conviction or those convictions.

spent conviction means:

a conviction in Australia or overseas for which any rehabilitation period (or equivalent overseas concept) has expired and that is not revived.

The list of issues that might affect your fitness to practise is not exhaustive. If you have any doubt about whether an issue might affect your ability to competently and safely practise as a RPEQ, you must contact BPEQ at admin@bpeq.qld.gov.au or call 07 3210 3100 to discuss before lodging your notice.



DECLARATION

Your form and all documents attached to it must be verified by declaration. If you do not make the declaration, your form will be invalid and will not be processed.

CHECKLIST

You should complete the checklist to ensure you have fully completed the form and attached all required documents.

FEES AND PAYMENT

Your form must be accompanied by the registration and application fees.

Registration fees are subject to change, up to date fee information can be found on the BPEQ website. Registration fees are GST exempt.

You must complete the Tax Invoice/Direct Debit Request Form available online/attached with the registration application form, otherwise your registration application will be invalid.

FALSE OR MISLEADING STATEMENTS IN FORM OR DOCUMENTS ATTACHED TO FORM

Making a false or misleading statement in your form or providing a false or misleading document with your form is also an offence against the PE Act and is a ground for disciplining a RPEQ or cancelling registration.

LODGEMENT

You can lodge the form by post to:

PO Box 15213
CITY EAST QLD 4002
AUSTRALIA

by delivery to BPEQ's office at:

Level 15, 53 Albert Street
BRISBANE QLD 4000
AUSTRALIA

PROCESSING PERIOD

BPEQ will endeavour to process your application as soon as practicable (*the processing period*). If there are issues with your qualification for registration or fitness to practise, however, the processing period will be longer.

AMENDING FORM DURING PROCESSING PERIOD

To amend your application during the processing period, email the amendments from your email address stated in the form to admin@bpeq.qld.gov.au.



NOTIFICATION REQUIREMENTS DURING PROCESSING PERIOD

During the processing period, you must amend your application immediately if any of the information in your application changes. This includes, but is not limited to:

- any of your personal or business/employer information changes; or
- a fitness to practise issue arises that you did not declare on the form.

If you are registered and it is subsequently revealed that information in your form or documents attached to it changed but you did not amend the form, you can be prosecuted for the false or misleading statement/document offence detailed above and disciplined and your registration can be cancelled.

CRIMINAL HISTORY CHECKS AND OTHER INQUIRIES

BPEQ may obtain your criminal history in Australia or overseas and conduct any other inquiries it considers necessary regarding matters relevant to your application without consulting you.

REGISTRATION DECISION

BPEQ's [General Registration Process policy](#) sets out how BPEQ will decide whether to register you and, in registering you, whether to impose conditions on your registration.

BPEQ will notify you in writing whether it has registered or refused to register you and, if it registers you, whether it has imposed conditions.

If BPEQ decides to register you it will give you a certificate of registration, which is evidence of your registration. The certificate will list any conditions that are imposed on your registration.

REGISTRATION PERIOD

Registration is for a period of no more than 12 months and expires 30 June each year.

PRIVACY

The personal information you provide in your form will be used by BPEQ to administer the PE Act, including but not limited to assessing whether to renew your registration and, if your registration is renewed, assessing whether to impose conditions. BPEQ is authorised to collect the information by the PE Act.

BPEQ may use third parties to administer and deliver services and communications to you including, but not limited to, maintaining BPEQ's register of RPEQs, 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 the form, you agree to this transfer.

Please visit www.bpeq.qld.gov.au for more privacy information and information about how to access or amend documents containing your personal information.

CONSENT TO ELECTRONIC COMMUNICATIONS

By completing the form, you consent to BPEQ giving you information, including notices under the PE Act, by email to your email address.



APPLICATION FOR REGISTRATION FORM 2

Professional Engineers Act 2002 (Qld) s 8(2)(a)

Approved 19 June 2019

Version 4

IMPORTANT INFORMATION BEFORE YOU FILL OUT THIS FORM

You must read the attached Explanatory Notes on Registration. The Explanatory Notes on Registration contain information on the registration process under the *Professional Engineers Act 2002* (Qld) (**PE Act**) and definitions for terms contained in this form.

You must complete every section of this form, attach all required documents, and make the declaration at Section F. If you do not, your application will not be accepted and you will not be registered. Do not provide original documents unless requested.

The Board of Professional Engineers of Queensland (**BPEQ**) can refuse your registration if any of the statements or information in this form are materially false or misleading or any document or information provided is materially false or misleading. If you are registered because of a materially false or misleading representation or document your registration can be cancelled.

You must provide this form as an original hard copy complete with an original/wet ink signature (i.e. you cannot lodge this form by email with an electronic signature). You can lodge this form, accompanied with all necessary documents by post to **PO Box 15213 CITY EAST QLD 4002**, by delivery to BPEQ's office at **Level 15, 53 Albert Street, BRISBANE QLD 4000**.

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 restore your registration as a RPEQ and, in restoring your registration, whether to impose a condition or conditions on your registration;
- if BPEQ decides to restore 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* (Qld)
- 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.



SECTION A — PERSONAL DETAILS

Title (*Mr/Mrs/Miss/Ms/Prof/Dr*)*

First name*

Middle name(s)*

Surname (family name)*

Preferred name*

Previous name(s) known by

Date of birth

Country of birth

City/Town/Suburb of birth

State or Territory of birth

If in Australia

Gender[^]

Male

Female

Is English your first language?[^]

Yes

No

If no, what is your first language?

Do you identify as Aboriginal or Torres Strait Islander?[^]

Yes

No

Residential address

Must be a street address – PO Box not accepted

Postal address

Telephone

Include area code

Mobile telephone

Fax number

Email

Business/employer name*

Business/employer address*

Must be street address – PO Box not accepted

Business/employer telephone*

Include area code

Business/employer fax number*

Business/employer email*

The information marked with an Asterisk () will be kept in BPEQ's register of RPEQs, which is open for inspection to the public. Some of this information will also appear in the RPEQ search on BPEQ's website. The questions marked with a Caret (^) are optional to answer but by providing a response you will assist BPEQ. Your answers will be treated confidentially.*

NEED TO GET IN TOUCH?



07 3210 3100



admin@bpeq.qld.gov.au

AR Version 4 (June 19)

www.bpeq.qld.gov.au 2



SECTION B – AREA OF ENGINEERING AND REGISTRATION TYPE

What area(s) of engineering do you seek registration in?

List each area of engineering for which you are applying for registration. For each area of engineering, state the assessment scheme against which you have had your qualifications and competencies successfully assessed and the date of the assessment and attach a copy of the letter of assessment from the assessment entity that administers the scheme.

AREA OF ENGINEERING	ASSESSMENT SCHEME AND ASSESSMENT ENTITY	DATE OF ASSESSMENT

The areas of engineering and BPEQ's assessment schemes are listed on BPEQ's website.

Are you applying for registration as a practising professional engineer or non-practising professional engineer?

practising professional engineer non-practising professional engineer

Non-practising professional engineers must not carry out, or be responsible for the carrying out of, professional engineering services. Different registration fees apply.

SECTION C – EDUCATION AND EMPLOYMENT STATUS

What are your tertiary qualifications?

List your engineering qualifications. For each qualification, state the full name of the qualification, the name and country of the institution, and the year of graduation.

Attach a copy of each qualification.



What is your employment status?

- consulting engineering practice
 - partner
 - sole practitioner
 - employee
 - consultant
- in-house engineer
- local government
- State government
 - government department
 - government agency
- Commonwealth government
 - government department
 - government agency
- retired
- teaching institution
- unemployed
- locum
- other (please specify)

SECTION D – EVIDENCE OF IDENTITY

You must provide evidence of your identity.

You must provide one Category A document and one Category B document OR two Category B documents and one Category C document. Indicate below which evidence of identity documents you are submitting.

DOCUMENT	CATEGORY USED		
	A	B	C
Australian or foreign birth certificate			
Record of Australian immigration status			
Foreign passport			
Travel documents and current Australian visa			
Certificate of evidence of Australian residence status			
Citizenship certificate			
Australian drivers licence			
Australian passport			
Firearms licence			
Queensland government public service identification card with photograph and signature			



Commonwealth public service identification card with photograph and signature

Medicare card

Change of name certificate

Credit or account card or bank passbook

Centrelink or Department of Veterans Affairs card

Security guard/crowd control licence

BSM issued marriage certificate

Tertiary identification card (less than one year old and issued by an Australian university)

Council rates notice

Letter from employer

Telephone directory

Electoral roll entry

Attach a copy of the proof of identity forms you are using.



SECTION E – FITNESS TO PRACTISE

OFFENCES

Do you have a conviction, other than a spent conviction, in Australia or overseas for:

- an indictable offence?
- an offence against the *Professional Engineers Act 2002 (Qld)* or the *Professional Engineers Act 1988 (Qld)*?
- an offence, relating to the practice of engineering, against a law applying, or that applied, in Australia or overseas?

Yes

No

If YES, attach a copy of your criminal history and for each conviction attach a copy of your criminal history sentence remarks/sentencing transcript. If NO, proceed to the next question.

PROFESSIONAL REGISTRATION

Has your registration to practice as a professional engineer under a law applying, or that applied, in Queensland, a State or Territory of Australia, the Commonwealth of Australia, or a foreign country ever been suspended, cancelled, refused, or revoked?

Yes

No

If YES, attach a copy of the notice of suspension, cancellation, refusal, or revocation from the registration body and the reasons for the registration body's decision for each suspension, cancellation, refusal, or revocation. If NO, proceed to the next question.

Are you otherwise personally prohibited from practising as a professional engineer in Australia or overseas?

Yes

No

If YES, attach a copy of all relevant documents and provide details. If NO, proceed to the next question.



Is your registration to practise as a professional engineer in Australia or overseas subject to any conditions?

Yes No

If YES, attach a copy of all relevant documents stating the condition, a copy of the notice of decision you were given by the registration authority and the reasons for the registration authority's decision. If NO, proceed to the next question.

Have you ever contravened any of the conditions on your registration to practise as a professional engineer in Australia or overseas?

Yes No

If YES, attach a copy of relevant documents stating the condition and provide details about how and why you contravened it, if you were disciplined, and how you were disciplined. If NO, proceed to the next question.

Are you the subject of disciplinary proceedings (including any preliminary investigations or actions that might lead to disciplinary proceedings) in relation to your registration to practise as a professional engineer in Australia or overseas?

Yes No

If YES, attach a copy of the disciplinary charges against you for each disciplinary proceeding. For each preliminary investigation or action that might lead to disciplinary proceedings, provide details of the allegations being investigated or action being taken that might lead to disciplinary proceedings and attach relevant documents. If NO, proceed to the next question.

Have you ever been subject to a disciplinary decision or order in relation to your registration to practise as a professional engineer in Australia or overseas?

Yes No

If YES, attach a copy of each decision or order and reasons for each decision or order. If NO, proceed to the next question.



MEMBERSHIP ASSOCIATION

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

Yes

No

If YES, attach a copy of the notice of suspension/cancellation/refusal/revocation you were given by the association and the reasons for the association's decision for each suspension/cancellation/refusal/revocation. If NO, proceed to the next question.

Are you the subject of disciplinary proceedings (including any preliminary investigations or actions that might lead to disciplinary proceedings) in relation to your membership of a association of professional engineers in Australia or overseas?

Yes

No

If YES, attach a copy of each of the disciplinary charges against you. For each preliminary investigation or action that might lead to disciplinary proceedings, provide details of the allegations being investigated or that might lead to disciplinary proceedings and attach relevant documents. If NO, proceed to the next question.

Have you ever been subject to a disciplinary decision or order of an association of professional engineers in Australia or overseas?

Yes

No

If YES, attach a copy of each decision or order and reasons for decision or order. If NO, proceed to the next question.



BANKRUPTCY

Are you affected by bankruptcy action in Australia or overseas?

Yes No

If YES, attach a copy of the trustee's report to creditors (or equivalent) and for each bankruptcy action and provide a statement about the reasons for the bankruptcy action and how your conduct caused or contributed to it. Attach any other relevant documents. If NO, proceed to the next question.

INSOLVENCY

Are you, or in the past six years have you been, an executive officer of a corporation affected by control action in Australia or overseas?

Yes No

If YES, attach a copy of the report to creditors of the administrator/liquidator/receiver/receiver and manager (or equivalent) for each control action and any other relevant documents and provide a statement about the reasons for the control action and how your conduct caused or contributed to it. If NO, proceed to the next question.

HEALTH

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

Yes No

If YES, attach a copy of all relevant documents and provide details. If NO, proceed to the next question.

Is there any other issue relevant to your ability to competently and safely practise as a RPEQ, including, for example, your mental or physical health?

Yes No

If YES, attach a copy of all relevant documents and provide details. If NO, proceed to the next section.



SECTION F – DECLARATION

I declare as follows:

1. I apply for registration as a RPEQ in the area(s) of engineering stated in this form.
2. The information on this form and the documents with this form are true and correct.
3. I have read and understand this form and the Explanatory Notes on Registration.
4. I authorise BPEQ to make inquiries of and exchange information with any entity in Australia or overseas regarding matters relevant to this application and consent to the making of these inquiries and the exchange of this information.
5. I authorise any entity with whom BPEQ makes inquiries regarding matters relevant to this application to disclose information to BPEQ and consent to this disclosure.
6. I authorise BPEQ to obtain my criminal history in Australia and overseas.
7. For applicants applying for registration as a non-practising professional engineer only—I will not carry out, or be responsible for the carrying out of, professional engineering services in or for Queensland within the registration period to which this application relates.
8. I consent to BPEQ giving me information, including notices under the *Professional Engineers Act 2002* (Qld), by email to my email address.
9. I consent to BPEQ transferring my personal information outside Australia for the purposes stated in the Explanatory Notes on Registration.
10. I understand it is an offence to state anything on this form, or give BPEQ any document with this form, that I know is false or misleading in a material particular, and that doing so is a ground for BPEQ to refuse to register me or, if I am registered, to discipline me or cancel my registration.

Signature

Print Full Name

Date



SECTION G – CHECKLIST

Complete the following checklist to ensure you have correctly completed this form.

- Have you read the attached Explanatory Notes on Registration? Yes No
- Are your personal details correct? Yes No
- Have you listed all areas of engineering in which you seek registration and provided details of the assessment entity? Yes No
- Have you indicated whether you are applying for registration as a practising or non-practising professional engineer? Yes No
- Have you provided the required details about your education and employment status? Yes No
- Have you provided the required evidence of identity? Yes No
- Have you answered all fitness to practise questions and provided all required documents? Yes No
- Have you made the declaration? Yes No
- Have you provided payment details for your application and registration fees on the attached Tax Invoice/Direct Debit Request Form? Yes No

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

NEED TO GET IN TOUCH?



TAX INVOICE NEW APPLICANT

REGISTRATION INFORMATION

Amount due	Registration valid to
\$235.60 + \$63.80	30 June 2020
RPEQ Practising and application fee (GST exempt)mp	Registration is valid for a period of no more than 12 months, expiring end of financial year.
\$117.80 + \$63.80	
RPEQ Non-Practising and application fee (GST exempt)	

HOW TO PAY

Credit: Enter credit card payment details below and post to PO Box 15123 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.

NEED TO GET IN TOUCH?

T 07 3210 3100

E admin@bpeq.qld.gov.au

www.bpeq.qld.gov.au



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

NEED TO GET IN TOUCH?

T 07 3210 3100

E admin@bpeq.qld.gov.au

www.bpeq.qld.gov.au



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.

NEED TO GET IN TOUCH?

T 07 3210 3100

E admin@bpeq.qld.gov.au

www.bpeq.qld.gov.au



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.