



ASSOCIATION OF PROPERTY AND FACILITY MANAGERS

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MEMBERSHIP APPLICATION* (NEW APPLICANT)

Applied For: Fellow Member Associate Student

TRANSFER FORM* [Not applicable to New Applicant]

Member to Fellow Associate to Member Student to Associate

APPLY FOR CERTIFIED PROPERTY AND FACILITY MANAGER (CPFM)*

No
Yes CAT 1 CAT 2

(please see attached criteria)

PLEASE AFFIX
RECENT
PHOTOGRAPH

PERSONAL DETAILS

DR / PROF / MR / MDM / MISS _____
(Name which appears in your NRIC/Passport)

DATE OF BIRTH _____ NRIC/PASSPORT NO _____

PLACE OF BIRTH _____ CITIZENSHIP _____ MARITAL STATUS _____

HOME ADDRESS _____
_____ (_____)

CONTACT NOS (MOBILE) _____ (HOME) _____

E-MAIL (PERSONAL) _____

MAILING ADDRESS* Office Home

ACADEMIC QUALIFICATIONS (ATTACH PHOTOCOPIES)

	NAME OF TERTIARY INSTITUTION	COUNTRY	QUALIFICATION	YEAR OBTAINED
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

RELEVANT PROFESSIONAL QUALIFICATIONS (ATTACH PHOTOCOPIES)

	NAME OF PROFESSIONAL BODY	COUNTRY	QUALIFICATION	YEAR OBTAINED
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

* please tick appropriate box

POSITION HELD IN APFM COUNCIL WITH DATE (For Fellow Application Only)

Position held in Council	Year	Position held in Council	Year

PAST EMPLOYMENT (submit additional info using separate sheet in the same format, if necessary)

Name of Employer	PERIOD (MM/YY)		Ttl No Yr/Mth	Position Held
	From	To		

PRESENT EMPLOYMENT'S DECLARATION

COMPANY NAME _____

OFFICE ADDRESS _____

_____ (_____)

CONTACT NOS (DID) _____ (Main) _____ (Fax) _____

E-mail (Office) _____

The applicant is employed in my company in the capacity of _____

with effect from _____

NAME OF PRINCIPAL/ HEAD OF DEPT

SIGNATURE (COMPANY STAMP IS REQUIRED)

PROPOSER/SECONDER

	NAME (IN FULL)	FAPFM/MAPFM	SIGNATURE
Proposer			
Seconder			

PERSONAL DECLARATION

Have you ever been convicted of any criminal offence in Singapore or elsewhere? If yes, please give details, including dates. Yes / No

Have you ever been declared bankrupt in Singapore or elsewhere? If yes, please give details, including dates. Yes / No

I declare that the information given above is true and correct and, if elected, I shall abide by the Association's rules and regulations.

Signature/Date

For Official Use

Council's Decision

Membership

- Approved Not approved
- Class: Fellow Member
- Associate Student

CPFM application

- Not approved
- Approved for Cat 1
 - Exempted from refresher workshop/seminar
 - To attend refresher workshop/seminar
- Approved for Cat 2

President

Hon Sec

Date:

EXTRACTS OF CONSTITUTION AND BYE-LAWS (For Applicant's Information & Retention)

FELLOW

The Council may admit into membership as Fellow or elevate to Fellow any person who:

- (i) is not less than thirty-five (35) years of age;
- (ii) is eligible for election as Member;
- (iii) has been engaged for at least five (5) years in a senior position of responsibility in property and facility management, or of equivalent standing; and
- (iv) has satisfied the Council that he is worthy of election as a Fellow.

MEMBER

The Council may admit into membership as Member any person who:

- (i) is not less than twenty-one (21) years of age;
- (ii) who is a graduate in estate or building management, quantity surveying, engineering, architecture and allied fields from either the National University of Singapore or Nanyang Technological University or from any other universities or professional institutions approved by the Council; and
- (iii) has not less than one (1) year of practical experience in Singapore; and
- (iv) has satisfied the Council that he is worthy of election as Member.

The Council may also admit into membership as Member any person who:

- (i) is not less than twenty-one (21) years of age; and
- (ii) who is a graduate in estate, building or property management, quantity surveying, engineering, architecture and allied fields from Singapore Polytechnic, Ngee Ann Polytechnic, Nanyang Polytechnic, Temasek Polytechnic or from any other Polytechnics or institutions approved by the Council; and
- (iii) (a) has been an Associate of the Association for a period of not less than two (2) years; or
(b) has not less than five (5) years of relevant practical experience in Singapore; and
- (iv) has satisfied the Council that he is worthy of election as Member.

ASSOCIATE The Council may in its absolute discretion admit into membership as Associate any person of such experience in property and facility management or maturity as the Council may accept. Not eligible for election or appointment to any office of the Association and has no voting rights.

STUDENT Student members shall be person not under 17 years of age who are or have been undergoing suitable practical training and instructions approved by the Association/Council in the fields of estate management, building surveying, quantity surveying, engineering, architecture and such other allied field approved by the Association/Council. Not eligible to hold any office of the Association and has no voting rights.

CORPORATE MEMBER The Company to be admitted must satisfy the accreditation criteria under the Association's Accreditation Scheme. Corporate Member is entitled to nominate two staff members who must be members of Association to represent the Company. The nominated representatives are not eligible to hold any office of the Association and have no voting rights.

ELECTION TO MEMBERSHIP Every candidate for membership of the Association shall be proposed by one and seconded by another member of the Association.

DESIGNATIONS

The designation of the members shall be as follows:

- (i) every Honorary fellow shall be entitled to use the designation "Honorary Fellow, APFM".
- (ii) every Fellow shall be entitled to use the designation "FAPFM".
- (iii) every Member shall be entitled to use the designation "MAPFM".
- (iv) every Associate shall be entitled to use the designation "AAPFM".

TRANSFER Every person transferred from one class of membership to another shall pay (i) the difference between the entrance fees, if any, of the old and new class of membership and (ii) the difference between the annual subscription of the current year of the old and new class of membership.

FEES (are subject to review)

Class of Membership	Fellow	Member	Associate	Student	Corporate Member
Entrance Fee	S\$100	S\$100	S\$100	\$0	\$300
Subscription	S\$200	S\$150	S\$100	\$10	\$400

CERTIFIED PROPERTY AND FACILITY MANAGERS (CPFM)

Criteria for Certification

CPFM Cat 1 – Those who possess recognised degree in property and facility management and with at least 5 years of relevant experience or those with a recognised diploma in property and facility management with at least 10 years of relevant experience.

CPFM Cat 2 – Those who possess recognised degree in property and facility management and with at least 1 year of relevant experience or those with a recognised diploma in property and facility management with at least 3 years of relevant experience. Those without a recognised diploma and degree in property and facility management but with at least 10 years of relevant experience may also apply.

Additional Criteria

In addition to the minimum eligibility for certification, all applicants are required to satisfy the following criteria before admission to the appropriate categories of certification:

CPFM Cat 1 – Applicants are required to attend a refresher seminar or workshop on topics relating to property and facility management. Applicants with vast experience and knowledge in property and facility management may be exempted from attending such a seminar or workshop.

CPFM Cat 2 – Applicants are required to attend a course in property and facility management and a course in BMSMA. They will need to pass a test at the end of these two courses. The content of the course is reflected in the next page.

Fees for Certification

The certification is payable per year. For renewal of certification, applicants are required to show continuous professional development and training during the past years. All certified managers will be required to log in 20 hours of approved CPD for every year. The fees for first-time application and renewal are the same as follows:

	CPFM Cat 1	CPFM Cat 2
AAPFM	-	\$25
MAPFM	\$25	\$25
FAPFM	\$25	-
Non-Members	\$150	\$100

For APFM Members to note:

The fees in the table above shows the amount to be paid on top of your yearly subscription fee.

Basic Courses for CPFM Scheme

Content of Module

A) Fundamentals in Property and Facility Management

The module will cover the general principles in property and facility management. It will highlight the salient features in strata management, town council management and facility management. It will also review the key issues in successful management in the context of Singapore's environment.

B) Sustainable Facility Management

This module will highlight the increasing importance of sustainability in property and facility management. It will discuss the initiative in green buildings, the control and legislation on green buildings, and the role of the manager in ensuring long sustainability of their buildings and developments.

C) Practice and Conduct in Property and Facility Management

The module will outline the general responsibilities of property and facility managers and the ethical conduct expected of them. The appointment and practice requirements including the management of disputes will be covered.

D) Building and Maintenance Strata Management Act

This module will provide coverage of the main features of the BMSMA. It will cover the rights and duties of the various stakeholders in the management corporation and appreciation of the legal requirements with respect to BMSMA.