

# **ASSOCIATION OF PROPERTY AND FACILITY MANAGERS**

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# **CERTIFIED PROPERTY AND FACILITY MANAGER (CPFM) APPLICATION FORM**

Applying For	(tick one only):	CPFIV	1 Cat 1	I CPFM Cat	2	
Memb	er of APFM?	☐ Yes	5	□ No		
Personal Particulars						
Name as in NRIC/Passport (underline surname) Prof / Dr / Mr / Mdm / Miss				NRIC/Passport No.  Citizenship		
Mailing Address						
Walling Address						
Contact No.	(Mahila)		(Office	1	(Home)	
(Mobile)		Date of	e of Birth			
RELEVANT PROFESSIONAL QUALIF	ICATIONS (attach copy o	f certifica	ates)			
Name Of Tertiary Institution			Qualification		Year Obtained	
PRESENT / PAST EMPLOYMENT (sui	bmit additional info on a se	eparate s	sheet using the s	ame format if nec	essary)	
Name of Company	Last Position Held		Period (Mo	onth/Year)	Total No of Year/Month	
(state country if it is not in Singapore)			From	То		
PERSONAL DECLARATION			FOR OFFIC	CIAL USE		
Have you ever been convicted of any criminal offence in Singapore or elsewhere? If yes, please give details, including dates. Yes / No			Council's Decision:			
			☐ Not approved			
Have you ever been declared bankrupt in Singapore or elsewhere? If yes, please give details, including dates. Yes / No			☐ Approved	☐ Approved for Cat 1		
I declare that the information given above is true and correct.				OExempted from refresher workshop/seminar OTo attend refresher workshop/seminar		
I agree to abide by all the terms and conditions specified in the Certified Property and Facility Manager Scheme.				☐ Approved for Cat 2		
Signaturo/Dato			Date:	Date:		

For Applicant's Information & Retention

#### **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.

#### **Content of Module for CPFM Cat 2**

### 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 Maintenance and 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.