



ASSOCIATION OF PROPERTY AND FACILITY MANAGERS

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Every section is to be completed. Incomplete form and/or omission of relevant supporting documents may cause delay in the processing of your application. Please (✓) where appropriate.

PLEASE AFFIX
RECENT
PHOTOGRAPH

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

CERTIFIED PROPERTY AND FACILITY MANAGER* "CPFM (REGISTERED)"

Please state no. of years of experience in property management (_____ years)

(please see attached criteria)

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

CERTIFICATE IN MANAGING AGENT PRACTICE OR EQUIVALENT QUALIFICATIONS (FOR CPFM (REGISTERED) APPLICATION) (ATTACH PHOTOCOPIES)

| | Date of Passing | Certificate No./Date | Remarks |
|--|-----------------|----------------------|---------|
| MODULE 1 | | | |
| MODULE 2 | | | |
| MODULE 3 | | | |
| MODULE 4 | | | |
| Certificate in Managing Agent Practice | | | |
| Or Certificate from another Accreditation Body | | | |

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) | | Total 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 | | | |
| Secunder | | | |

PERSONAL DECLARATION

Have you ever been convicted of any criminal offence in Singapore or elsewhere?

Yes / No

If yes, please give details, including dates.

Have you ever been declared bankrupt in Singapore or elsewhere?

Yes / No

If yes, please give details, including dates.

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 (Registered)

Approved Not approved

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 institutions 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 (REGISTERED)”

Course Criteria for Certification

- Completed and passed exam for Module 1, Legislation Course by BCA Academy
- Completed and passed Module 2, 3 and 4 by APFM
- Have a minimum of two (2) years continuous full-time working experience in strata or property management.

Continuing Professional Development Programmes (CPD)

In order to maintain continued competence and knowledge, all CPFM (Registered) individuals are required to attend continuing professional development (CPD) courses of at least 8 hours each year after they have been accredited. These CPD courses will have to be approved by the Examination Board. Details of some CPD courses are listed in our web site.

Fees for Certification

The certification fees for CPFM (Registered) are payable per year. For renewal of certification, applicants are required to show continuous professional development and training during the past years. The fees for first-time application and renewal are the same as follows:

| | Certification Fees per year (excl GST, subject to review without prior notice) |
|-------------|---|
| AAPFM | \$25 |
| MAPFM | \$25 |
| FAPFM | \$25 |
| Non-Members | \$150 |

For APFM Members to note:

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