

ڤرتوبهون اوڤور جرورترا دن ارڤيٽيڪ
PERTUBUHAN UKUR JURUTERA & ARKITEK
NEGARA BRUNEI DARUSSALAM



CONSTITUTION

Amended JULY 2025

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CONSTITUTION OF PUJA (BRUNEI)

1) NAME AND LOGO OF INSTITUTION

- a) The name of the institution is “Pertubuhan Ukur, Jurutera dan Arkitek, Negara Brunei Darussalam” and Abbreviated as PUJA (Brunei), (herein referred to as “the institution”). The institution shall comprise of 3 professional institutes to be known as Institute of Surveyors, PUJA (Brunei); Institute of Engineers, PUJA (Brunei); and Institute of Architects, PUJA (Brunei). (Motion No.1 passed on AGM 2022-2023, 27th Jan 2024)
- b) Definition on nature of shape, appearance and color of any logo, flag, crest, badge or any other symbols that is used by the institution:



- I. ‘Air Muleh’ pattern: Symbolizing the practice of ‘Kebruneian’ and Melayu Islam Beraja (MIB). Green represents sustainability and nature.



- II. Three (3) triangles interlocking: Symbolizing the unity, cooperation and integration for greater strength of the three (3) divisions of PUJA (Brunei) namely Surveyor Division, Engineer Division and Architect Division merged as one group. Black background represents synergy of the three (3) profession.

2) PLACE OF BUSINESS

- a) The place of business shall be at PUJA (Brunei) Headquarters, Unit 3, Block B9, Simpang 32-66, Kawasan Anggerek Desa, BB3717, Berakas, Negara Brunei Darussalam.
- b) The registered place of business of the Society shall not be changed without the prior approval of the Registrar of Societies.

3) THE OBJECT OF THE INSTITUTION SHALL BE:

- a) To promote, foster and advance the science and art of the professions of surveyors, engineers and architects (hereinafter referred to as “the said professions”), in line with aims and objectives of the Government of His Majesty the Sultan and Yang Di-Pertuan of Negara Brunei Darussalam.
- b) To promote recognition of the said professions, in their contribution towards the development of Negara Brunei Darussalam.
- c) To aid the advancement of technical education in Negara Brunei Darussalam.
- d) To promote affiliation with other international Institutions, Associations or Societies, which have similar objects like those of the Institution, on such terms and conditions as the Council may see fit, in the interests of the Institution, and subject to the written permission of the Registrar of Societies.
- e) To encourage and promote the exchange of ideas and communication among members, and members of other

international Institutions, Associations or Societies to which the institution is affiliated.

- f) To set ethics and rules for professional practice in the said professions,
- g) To encourage and promote the use of Malay Language in the technical field.

4) ACTIVITIES

To achieve the objectives of the Institution, the following activities shall be organized:

- a) Meetings, exhibitions, conferences, seminars, publications and circulars.
- b) Social functions and gatherings.
- c) Fund raising.

Before any activities or events to be done under clause 27 (b) (ii-vi), shall first seek permission from the relevant authorities.

5) PATRON

The Council may appoint a fit and proper person to be a Patron.

6) MEMBERSHIP

- a) The Institution shall consist of Corporate and Non-Corporate members.

- b) Corporate Members shall consist of:
- i. Honorary Fellow;
 - ii. Life Fellow;
 - iii. Fellow; and
 - iv. Members
- c) Non- Corporate Members shall consists of:
- i. Graduates
 - ii. Associates; and
 - iii. Students
- d) Admission of Corporate and Non-Corporate Members shall be elected by the Council in accordance with the recommendations from the respective institute committees. Such elected members shall have passed the professional assessment in accordance with Clause 7(a)(iii) and the by-laws laid down by Council. (Motion No.1 passed on AGM 2022-2023, 27th Jan 2024)
- e) Every candidate for admission as a Corporate or Non-Corporate Member shall be proposed by one corporate member from the relevant institute and seconded by another corporate member from the same institute and in writing, addressed to the Secretary General. The candidate's name in full, residence, occupation, age, and in particular qualification for membership, and such other information regarding the candidate, as the Council may require, shall be furnished by both the proposer and seconder. (Motion No.1 passed on AGM 2022-2023, 27th Jan 2024)
- f) Immediately upon the election of a candidate, notice thereof shall be given to him and a request to remit to the Treasurer of the Institution within three (3) months from the date of such request the amount of his entrance and first annual subscription he shall

- become a member of the Institution and be entitled to all the benefits and privileges of membership, and be bound by this Constitution.
- g) If such entrance fee and subscription be not paid within three (3) months from the date of such request as foresaid, the election of such candidate shall be void, unless he shall satisfy the Council that the delay in payment was due to absence from Negara Brunei Darussalam, or other sufficient cause.
 - h) The council may, if they find good reason to do so, reinstate under such a condition as they may see fit, any person who has been a Corporate Member, Associate, or a Student and whose name has been removed from the Roll. These cases must be considered and reported upon to the Council by a Committee appointed by the Council for the purpose.

7) QUALIFICATIONS FOR MEMBERSHIP

Persons of not less than eighteen (18) years of age, and who satisfy the particular qualifications, as set out below, shall be eligible for membership.

a) Corporate Members

- i. Honorary Fellows shall be distinguished and eminent persons, who, in the opinion of the Council, have rendered outstanding services in the interests and objectives of the Institution.
- ii. Life Fellows shall be persons who are not less than thirty five (35) years of age; have been members for not less than fifteen (15) years or such other period as the council may decide, and deserve to be elected in the opinion of the Council.
- iii. Fellows shall be persons who are not less than thirty five (35) years of age; have been members for not less than ten (10) years, or such other period.
- iv. Members shall be persons who are not less than twenty five (25) years old; have the academic or professional qualifications in surveying, engineering or architecture, recognized by and acceptable to the Council; have the minimum prescribed period of practical experience and responsibility in the said professions; and passed the assessment in accordance with the Admission By-Laws to be laid down by the Council.

b) Non-Corporate Members

- i. Graduates shall be persons who have recognized academic qualifications in surveying, engineering, and architecture recognized and acceptable to the Council.
- ii. Associates shall be persons who have at least three (3) years experience in the said professions and have qualifications which are acceptable to the Council.
- iii. Students shall be persons who enrolled and undergoing relevant courses, acceptable to the Council, at places of learning.

8) ABBREVIATIONS

Only Corporate Members shall have privilege to use the following abbreviations after their names, corresponding to their respective category of corporate members:

- | | |
|--------------------|-----------------------|
| a) Honorary Fellow | - Hon.F.PUJA (Brunei) |
| b) Life Fellow | - L.F.PUJA (Brunei) |
| c) Fellow | - F.PUJA (Brunei) |
| c) Member | - M.PUJA (Brunei) |

9) FEES

a. The entrance and subscription fees shall be as follows:

Member	Entrance Fee	Annual Subscription
<i>*Life Fellow</i>	<i>Nil</i>	<i>\$150.00 per year up to</i>
<i>age sixty (60). Thereafter. \$750 once off.</i>		
<i>Honorary Fellow</i>	<i>Nil</i>	<i>Nil</i>
<i>Fellow</i>	<i>B\$200.00</i>	<i>B\$150.00</i>

Member	B\$150.00	B\$120.00
Graduate	B\$100.00	B\$100.00
Associate	B\$80.00	B\$80.00
Student	Nil	Nil

- b) To Introduce life fellow membership” entrance and annual subscription “fees into PUJA (Brunei) Constitution.
- c) **Motion No.1 PASSED** in Midterm AGM Feb 2017: STUDENT membership for PUJA registration, administration and annual fees to be FREE.
- d) A member who has his membership transferred from one category to another shall have to pay the difference between the entrance fee in respect of his existing category of membership and transferred category, if applicable. He shall also have to pay the annual subscription fee in respect of his transferred category of membership.
- e) The registration fee, which is non-refundable is B\$10.00. The Council may increase or reduce the registration fee from time to time.
- f) Subject to any extenuating circumstances approved by the Council, any member who has not paid his fees for three (3) years or more shall be expunged from the membership. Application for reinstatement shall be made to the Council and reinstatement shall be considered at the discretion of the Council. All reinstated members shall pay all outstanding fees and, in addition, a minimum three (3) years as administration fees.

10) RESPONSIBILITY OF MEMBERS

- a) Every member shall abide and be bound by the Constitution of the Institution.
- b) Every member shall attend all General Meetings and Extraordinary General Meetings.
- c) Every member is encouraged to present papers to the Council, and participate and contribute in the activities of the Institution.
- d) (Motion No.1 **PASSED** in Midterm AGM Jan 2015: Members to compulsory to take CPD and is empowered to impose conditions for the annual renewal of registration.

11) RESIGNATION OF MEMBERS

Any member may resign his membership by giving to the Secretary General notice in writing to that effect. Every such notice shall, unless otherwise expressed, be deemed to take effect from the next month following the receipt thereof. Provided that any member giving such notice after the 1st day of October in any year shall be liable to pay his subscription for the following year.

12) DISCIPLINARY ACTION

- a) The Council shall have the power to take disciplinary action including expulsion of any member in accordance with such Disciplinary Regulations as promulgated by the Council from time to time. Before any disciplinary action on such member is taken the Secretary General shall give him four (4) weeks written notice to attend a meeting of the Council and shall inform him of the complaints made against him.
- b) Notwithstanding the above, if any member is convicted by a court of law offence which involves fraud or dishonesty, the Council shall

have the power to expel such member summarily without any notice or hearing.

13) PROFESSIONAL CONDUCT

- a) Every Corporate and Non-Corporate Member shall order their conduct so as to uphold the dignity, standing and reputation of the Institution. The Council may make, amend or repeal Rules to be observed by corporate and Non-Corporate Members with regard to their conduct in any respect as a member of the Institution and may publish Directions or Pronouncements on specific conduct which is to be regarded as proper or improper.

14) EFFECT OR CEASING TO BE A MEMBER

Any person shall, upon ceasing to be a member of the Institution, forfeit all rights to and claims upon the Institution and its property and funds.

15) THE COUNCIL

- a) The institution shall be managed by a Council of not more than eleven (11) members who shall be elected at the general meeting to hold office for a period of two (2) years.
- b) The Council shall delegate or refer to the Vice Presidents cum Chairmen of the professional Disciplines, elected to the Council, as provided for in the Constitution, of such powers and duties of the Council and to manage on its behalf in matters relating to the specific Professional Disciplines (ie. Architecture, Engineering and Surveying).

c) Members of the Council shall be Corporate Members who are citizens or permanent residents of Negara Brunei Darussalam. They shall not receive any remuneration or fee.

i. President

The President shall be elected on a rotational basis between the three professional disciplines to serve a maximum of two consecutive terms. (Motion No.3 passed on AGM 2022-2023, 27th Jan 2024)

3 Vice-President cum Chairman to serve for a maximum of two consecutive terms. (Motion No.3 passed on AGM 2022-2023, 27th Jan 2024)

- Chairman, Institute of Architects,
- Chairman, Institute of Engineers and
- Chairman, Institute of Surveyors

(Motion No.1 passed on AGM 2022-2023, 27th Jan 2024)

Election to these posts shall only be made by the respective professional disciplines.

To amend titles of President and Vice –Presidents in PUJA (B) Constitutions

- Change the title of "President of PUJA (Brunei)" to "Chairman of PUJA (Brunei)."
- Change the titles of Vice-Presidents of the three respective divisions as follows:
- Change "Vice-President of Architect Division" to "President of Institute of Architects."
- Change "Vice-President of Engineer Division" to "President of Institute of Engineers."
- Change "Vice-President of Surveyor Division" to "President of Institute of Surveyors. "

(Motion No.4 passed on AGM 2022-2023, 27th Jan 2024)

- i. Secretary General
 - ii. Treasurer
 - iii. 4 Other General Members
 - iv. The immediate past President (if not re-elected)
 - v. For the post of President, Vice-Presidents, Secretary General and Treasurer the incumbent is limited to serve a maximum of two (2) consecutive terms.
- d) The President and the three Vice-Presidents shall have power to veto over any decision of the Council. To exercise this power, however the decision of the President and the three (3) Vice-Presidents must be unanimous.
(Motion No.1 in Mid-term AGM 2018-2019 has passed)
- e) To introduce a new position in the PUJA (Brunei) Council Member as General Member No.4
- f) (Motion No.3 in Mid – term AGM 2018-2019 has passed) Council can nominate the General Members during their term should there be any General Member who are unable to participate due to reasonable and unavoidable circumstances.
- g) (Motion in AGM 2023 has passed 22th Feb 2023) Council can nominate two “Advisors to the Council”.

16) RESPONSIBILITIES OF THE COUNCIL

A) PRESIDENT

- a) To head the Institution.
- b) To be responsible for the development, functions and properties of the Institution;
- c) To resolve any problems of the Institution with the assistance of the Council;
- d) To sign all cheques together with either the Treasurer or Secretary General or any of the Vice Presidents.
- e) To chair all meetings of the Council, general meetings and extraordinary general meetings.

B) VICE-PRESIDENTS CUM CHAIRMAN

ARCHITECTURAL/ENGINEERING/SURVEYING INSTITUTES

(Motion No.1 passed on AGM 2022-2023, 27th Jan 2024)

- a) To assist and cooperate with the President in the management of the Institution.
- b) To deputies for the President, as delegated by the President in his absence. **either by** Vice-President, Institute of Engineers; or Vice-President, Institute of Architects; or Vice-President, Institute of Surveyors.

(Motion No.1 passed on AGM 2022-2023, 27th Jan 2024)

- c) To form committees elected by the Discipline members and to appoint members into the committees as deemed necessary in order to assist the Vice-Presidents cum Chairmen of the Professional Discipline in executing their duties relating to the matters to the discipline for the development of the discipline represented.
- d) To sign cheques together with either the President or the Secretary General or the Treasurer.

C) SECRETARY GENERAL

- a) To prepare and transmit the Agenda of the meetings of the Council and General Meetings and to keep all the minutes of meetings and correspondence;
- b) To give notice of meetings;
- c) To be in charge of office personnel;
- d) To sign cheques together with either the President or any of the Vice Presidents or the Treasurer.

D) TREASURER

- a) To keep proper accounts and monies of the Institution.
- b) To sign cheques with either the President or any of the Vice Presidents or Secretary General.
- c) To sign all receipts.
- d) To be responsible for financial matters and safe keeping of money in a bank chosen by the Council;
- e) To keep petty cash;
- f) To submit accounts to the auditors and the Council as and when requires by the Council.

E) GENERAL MEMBERS

- a) To assist and cooperate with the Council.

F) ADVISORS TO THE COUNCIL

- a. Advising the President and Council on matters relating to PUJA and PUJA Members.
- b. Advisors shall have no decision-making or voting rights in the Council and shall act as independent members of the Council.

- c. Advisors shall be Preferably Current Corporate Members of PUJA.
- d. Advisers preferably distinguished persons with long standing record of professionalism and formerly have served in the Council.
- e. The appointments shall be made by the PUJA Council and should be for a 4-year period in order to straddle over 2 Council Terms

17) MEETINGS OF THE COUNCIL

The Council shall meet at least once in every two months to examine the accounts and arrange the affairs of the Institution. Six (6) members of the Council shall form a quorum. Minutes shall be taken of all proceedings of the Council, and shall be open to the inspection of any member of the Institution on application of the Secretary General.

18) COMMITTEE

The Council may from time to time appoint committees, as it may deem necessary or expedient, and may depute or refer to them such of the powers and duties of the Council as the Council may determine. All committees shall periodically report their proceedings to the Council and shall conduct their business in accordance with the directions of the Council.

19) GENERAL MEETING

The general meeting of the Institution shall be held in the month of December in each year or upon a date and at a time to be fixed by the Council for the following purposes;

- a) To receive from the Council a report, balance sheet and statement of accounts for the preceding financial year, and an estimate of the receipts and expenditure for the current financial year;
- b) To appoint an external auditor for the ensuing year;
- c) To decide on any resolutions which may be duly submitted to the meeting hereinafter provided;
- d) To elect the Council at every alternative General Meeting.

20) NOTICE OF BUSINESS

Any Corporate Members desirous of moving any resolution at the General Meeting shall give notice thereof to the Secretary General not less than fourteen (14) days before the date of such meeting.

21) EXTRAORDINARY GENERAL MEETING

The Council may at any time for any special purpose call an Extraordinary General Meeting, and shall do so upon the requisition in writing of not less than one-quarter of voting members of the Institution stating the purpose for which the meeting is required.

22) NOTICE OF MEETING

- a) Seven (7) days before the Council Meeting;
- b) Fourteen (14) days at least before the Extraordinary General meeting;
- c) Thirty (30) days at least before the General Meeting.

23) QUORUM

- a) The quorum for all Council Meetings shall be six (6) members.
- b) The quorum for General Meetings shall be **25%**of the voting members. (Motion no.4 is passed at AGM 2012-2013)
- c) The quorum for Extraordinary General Meetings shall be 25% of the voting members.
(Motion no. 4 is passed at AGM 2012-2013)
- d) Member with overseas working address is not to be considered in the meeting quorum calculation
(Motion no.4: is passed at AGM 2012-2013)

If the required quorum is not present, a meeting may be adjourned for thirty (30) minutes and should the number present then be insufficient to form a quorum, those present shall be considered a quorum but they shall have no power to alter, amend or make any additions to any of the existing rules or regulations.

24) RIGHTS OF MEMBERS AT MEETING

- a) All members shall be invited to attend all General Meetings of the Institution.
- b) Subject to clause 24(c), every Corporate Member is eligible to cast one vote in every motion in the General Meeting and Extraordinary General Meeting.
- c) For the election of Council and for every resolution which the Council deems necessary, all Corporate Members who are residing in Negara Brunei Darussalam are eligible to cast votes.
- d) At all General Meetings of the Institution, the President and in his absence one of the Vice-Presidents shall take the chair as delegated by the President.
- e) In case of equality of the votes, the Chairman shall have the casting vote.

25) FINANCIAL YEAR

The financial year of the Institution shall end on the 31st day of October in each year, to which day the accounts of the Institution shall be balanced.

26) AUDIT OF ACCOUNTS

- a) The accounts shall, as practicable after the end of the financial year, be audited by a professional accountant, who shall be appointed at each Annual General Meeting and who shall not be member the Institution.
- b) At every General Meeting, two corporate members of the Institution, not being members of the Council, shall be elected to serve as auditors for the ensuing year. The members shall constitute the internal auditors of the Institution. The internal auditors shall audit the accounts of the Institution not less than fourteen (14) days before the General Meeting

27) FUND

a) Use of Fund

- i. Expenses for seminars, exhibitions, competitions, conferences, meeting, etc (both local and international).
- ii. Administration and maintenance expenses for premises and other services.
- iii. Publications.
- iv. Salaries and allowances for employees.
- v. Awards, prizes, bursaries and scholarships.
- vi. Donations or Contributions to worthy causes.
- vii. Invest in property (Motion no.2 is passed at AGM 2012-2013)

b) Source of Fund

- i. PUJA (Brunei) Membership Fee (Entrance & Subscription Fee).
- ii. Exhibitions, conferences, seminars and publications.
- iii. Social functions & gathering.
- iv. Sell of PUJA (Brunei) gifts & souvenirs among members.
- v. Fund raising.
- vi. Publications.
- vii. Investment - Investment through fixed deposit in recognized and reputable banks and financial institutions.
- viii. Website - Advertisement space for sponsoring / supporting company logos and/or website addresses.

28) EMPLOYEES

The Council shall have power to appoint, pay, and dismiss such employees, as they may deem necessary.

29) INTERPRETION OF THE CONSTITUTION

The Council shall be the sole authority for the interpretation of this Constitution and of the regulations made from time to time by the Council; and the decision of the Council upon any question of interpretation or upon any matter affecting the Institution and not provided for by the Constitution or by the regulations shall be final and binding on the members.

30) DISPUTE IN CONSTITUTION

Should there be a dispute in the Institution, it will be brought up to attention of the Council of the Institution whereby the resolution shall be made through voting. No such resolution shall be deemed to have been passed, unless it is carried by a majority of at least two-thirds of the Council members voting thereon. In case of equality of the votes, the Chairman shall have the casting vote.

31) AMENDMENT OF THE CONSTITUTION

- a) This Constitution may be added to, repealed or amended by resolution at any Annual or Extraordinary General Meeting, provided that no such resolution shall be deemed to have been passed, unless it is carried by a majority of at least two-thirds of the members voting thereon. Where any amendment is made in the Constitution of the Institution, the Secretary General shall give written notice of the amendment.
- b) The amendment made should not come into force without the prior sanction of the Registrar of Societies.

32) DISSOLUTION OF THE INSTITUTION

The Institution shall be dissolved if at any General Meeting or Extraordinary General Meeting at which not less than two-third of the Corporate Members shall be present a resolution for the dissolution of the Institution shall be passed by a majority of three-fourths of the members voting thereon. In such event, the Council shall thereupon, or at such future date as shall be specified in such resolution, proceed to realize the property of the Institution and after the discharge of all liabilities shall dispose of the same in accordance with the terms of such resolution and upon their completion of such disposal the Institution shall be dissolved.

AMENDMENTS BY PUJA (BRUNEI):

Sept 2001; March 2006; & August 2010; May 2011; Jan 2012, Jan 2015, Feb 2017 , FEB 2019 , May 2023 Jan 2024 & **July 2025**

PUJA(B) CODE OF PROFESSIONAL CONDUCT (Clause 13 of the PUJA Constitution)

OBJECTIVES

The objectives of Pertubuhan Ukur, Jurutera dan Arkitek, Negara Brunei Darussalam (PUJA), (hereinafter) referred to as “the Institution”, as describe in its constitution, among others include the promotion, fostering and advancement of the science and art of professions of surveyors, engineers and architects in line with aims and objectives of His Majesty The Sultan And Yang Di-Pertuan of Negara Brunei Darussalam.

STANDARD OF PROFESSIONAL CONDUCT

The object of this Code of Professional Conduct is to promote the standard of professional conduct, or self-discipline, required of members of the Institution in the interest of the public and the professions. Non-Corporate members of the Institution are required to uphold the same standard and their conduct is also governed by this Code.

RULES AND NOTES

The Code comprises Rules, and Notes to the Rules. The Notes explain particular applications of a Rule, in some cases laying down conditions under which certain activities are permitted, or

indicate good practice and how best to observe a Rule. Further rules or Notes may be published by the Council from time to time in the appropriate PUJA publications, before their incorporation in revised edition of the Code. Members are expected to be familiar with new provisions from the date of their publication.

ENGAGE IN ANY ACTIVITY

A member is at liberty to engage in any activity, whether as proprietor, director, principal, partner, manager, superintendent, controller or salaried employee of, or consultant to, anybody corporate or incorporated or in any other capacity provided that his conduct compiles with the Rules of this Code applying to his circumstances.

ANSWERABILITY AS A PERSON AND BODY CORPORATE

For the purpose of the Constitution and this Code, the Institution may hold a member acting through a body corporate or incorporated responsible for the acts of that body. A member may be required to answer inquiries concerning his professional conduct in accordance with the Constitution. A member is liable to reprimand, suspension, or expulsion under the Constitution in his conduct is found by the Council to be in contravention of the Code or otherwise inconsistent with his status as a member or derogatory to his professional character.

THROUGHOUT THIS CODE, THE FOLLOWING TERMS SHALL BE APPLIED: -

‘the institution’ -shall mean Pertubuhan Ukur, Jurutera dan Arkitek, Negara Brunei Darussalam, (PUJA).

‘the Constitution’ -shall mean a corporate or non-corporate member of the Institution.

‘the Code’-shall mean the Code of Professional Conduct of the Institution.

‘the professions’-shall mean the Professions of Surveyors, Engineers and Architects.

‘the Client’-shall mean the person or body corporate or incorporated with whom the member makes an agreement or contract for the provision of services or the performance of works and/or the supply of goods.

‘body corporate or incorporate’-shall include a central government department, a local authority, public board or corporation or any society, firm or company.

1- RESPONSIBILITIES OF A MEMBER TO THE PUBLIC

RULE 1.1 A member shall ensure that his professional actions do not conflict with his general responsibility to contribute to the quality of the environment.

RULE 1.2 A member shall provide constructive professional service in civic affairs and shall apply his skill to the development of the community.

RULE 1.3 A member on accepting a commission shall take steps to ensure the total concept and recommendation is based on full and proper consideration of public and national interests.

2- RESPONSIBILITIES OF A MEMBER TO CLIENTS AND EMPLOYERS

RULE 2.1 A member shall discharge his duties to his client or employer with complete fidelity.

RULE 2.2 A member shall not undertake any assignment which would create a potential conflict of interest between himself and his client or employer.

RULE 2.3 A member shall inform his client to employer of the existence or likelihood of any conflict between the interest of himself, his partnership or corporation or, where applicable, any personal conflict of interest related through his association with the partnership of corporation, and that of his client or employer.

RULE 2.4 A member shall not disclose confidential information concerning the business affairs or technical processes of his client or employer without their consent.

RULE 2.5 When appointed by his client or employer to give expert advice or to act as conciliator a member shall not subsequently allow his terms or reference to be extended onto those of an arbitrator.

3- RESPONSIBILITIES OF A MEMBER TO HIS PROFESSION AND ALLIED PROFESSIONS

RULE 3.1 A member shall maintain a high standard of integrity.

RULE 3.2 A member shall promote the advancement of his profession.

RULE 3.3 A member shall not give professional advice which does not fully reflect his best professional judgment.

RULE 3.4 A member shall conduct himself in a manner which is not derogatory to his professional character nor likely to lessen the confidence of the public in the Institution or his profession nor bring them into disrepute.

RULE 3.5 A membershall promote the concept of his professional excellence and to ensure that the quality or adequacy of services offered is not compromised in establishing levels of recompense for these services.

RULE 3.6 A member shall not attempt to supplant another member or person of similar profession, who has been appointed for a particular project.

RULE 3.7 A member shall have regard to the Codes and Rules of allied professions.

RULE 3.8 A member shall observe the Professional Codes of Conduct applicable to his profession in other countries when working there, where these do not apply, a member shall conduct himself in accordance with this Code.

RULE 3.9 A member shall not use the advantage of salaried position to compete unfairly with other members or persons of similar professions.

4- PUBLIC COMMUNICATION, ADVERTISING & SOLICITING

RULE 4.1 A member shall ensure that public communication including advertising and soliciting, related to his profession shall be carried out in a professional and responsible manner.

RULE 4.2 Member shall ensure when promoting his professional services that information is accurate, that professional colleagues, individual or as a group are not denigrated and that professional standard of services expected of his profession is maintained.

RULE 4.3 A member shall state qualifications, experience and authorship accurately.

RULE 4.4 A member shall ensure that if he allows his name and/or photograph to appear in promotional material produced by suppliers or manufacturers of materials used in a project he has designed, his name and/or photograph is included in a professional manner and that he does not accept any consideration for the used thereof.

RULE 4.5 A member shall ensure that if he allows his name and/or photograph to appear in promotional material produced by clients

for the purpose of advertising or promoting projects, for which he has been commissioned, all reference makes clear the true nature and extend of the service he provided.

RULE 4.6 A member shall refrain from making critical comments on the Professions and allied professions unless he is informed of the facts and his comments are constructive.

5- REMUNERATION

RULE 5.1 A member shall ensure that remuneration claim shall be fair and reflective of the works.

RULE 5.2 A member in private consulting practice is remunerated solely by his professional fees payable by his client and is debarred from any other source of remuneration in connection with the works and duties entrusted to him and equally shall not allow any member of his staff to receive such remuneration, unless permitted by his client.

6- FACTS, TRUTHS AND FAIRNESS BETWEEN PARTIES

RULE 6.1 A member shall act impartially in all cases when he is acting between parties.

RULE 6.2 A member shall at all time apply the conditions of a contract with entire fairness between the parties.

RULE 6.3 If called upon to give evidence or otherwise to speak on a matter of fact, a member shall speak what he believes to the truth, irrespective of its effect on his own interest, the interests of other colleagues or members, or other sectional interest.