



PAQS MEMBER INSTITUTES/ASSOCIATIONS/INSTITUTIONS

GUIDELINES TO ADMINISTRATORS FOR APPROVING PMBR ENTRIES

1. Your member should complete the PMBR Entry Form and return it to your office with the prescribed entry fee payment by 30th April 2020.
2. You should check the entry for errors and accuracy.
3. In particular your QS Chairman or President (or their nominees) should look at the number of directors/partners, number of professional QS staff, Services Provided and Specialist Experience claimed on each Entry.
4. If your QS Chairman/President doubts the accuracy of any information on the Entry, you should request the Contact Person on the Entry to explain their claim(s) or the doubtful items.
5. If the doubt remains, you must advise the Contact Person that the Entry can only proceed if that item is satisfactorily adjusted or the Entry must be withdrawn.
6. It would be wise to have in place an appeals mechanism to handle any disputes over claims on the Entry Form.
7. Please sign the bottom of the Entry Form to approve the Entry in the PMBR and PAQS website listing.
8. Please contact Ms Katherine Thiang at the PAQS Secretariat if you have any questions about the processing of the entry forms.