

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 (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 CPM (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 CPM (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	\$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.