

BIE MEMBERSHIP SUPPLEMENTARY INFORMATION

ITEM	DESCRIPTION	WHAT IS REQUIRED
1	<i>Personal Information</i>	<ul style="list-style-type: none"> • Write full name with the Surname underlined. • Write the current contact address • Write all your phone numbers • Indicate your email address • State your date of birth • State Country and Nationality
2	<i>Application</i>	<ul style="list-style-type: none"> • State whether you are applying for election or transfer. New members will tick election, while existing members who want to upgrade will tick transfer. • State the membership category you wish to apply for e.g. Student, Technician, Affiliate, Graduate, Companion, Member, Honary Fellow, Senior Member or Fellow.
3	<i>Education</i>	<ul style="list-style-type: none"> • Your current educational qualification e.g. B Eng Civil • State the university where you obtained your qualification • Show the grade obtained and the year of qualifying • Attach all the relevant certificates. All certificates that require translation shall be translated or authenticated and certified by the institution that offered the qualification or the embassy of the country where the qualification was obtained or the commissioner of oaths.
4	<i>Professional Qualification</i>	<ul style="list-style-type: none"> • State any other membership of a professional body which you have. • State the category e.g. Senior, Member or Fellow
5	<i>Attestation of Proposers and Supporters</i>	<ul style="list-style-type: none"> • Need to be proposed by members who are up to date with their subscriptions • For Student and Graduate, you should at least have 1 proposer and 1 supporter • For Member upwards, there should be 2 proposers and at least 1 supporter • The proposers and supporters should write their names, sign and show their membership number.
6	<i>Initial Training</i>	<ul style="list-style-type: none"> • Information on all the work done under graduate training. This is normally the first two years after

		<p>graduation, before assuming a post of responsibility in a workplace.</p> <ul style="list-style-type: none"> • Your supervisor at the time should sign at the bottom. The form allows for two supervisors to sign but one is adequate. • For experienced people who have attached detailed CV, this may be omitted especially if the supervisors are not within reach. • <u>Ensure that your supervisors have initialed this section as requested.</u>
7	<i>Subsequent Experience</i>	<ul style="list-style-type: none"> • State the work carried out after completion of the two to three years training. • State the current post in the employment. • State the current employer. • Show the dates in which the work was carried out • Attach your current detailed CV. • <u>Ensure that your proposers and supporters have initialed this section as required.</u>
8	<i>Professional Contributions</i>	<ul style="list-style-type: none"> • State any papers that you may have written, Presentations and Journals. • State the year of such presentation.
9	<i>Organization Tree</i>	<ul style="list-style-type: none"> • Show the company organogram indicating your position by highlighting or by an arrow. • The requirement is clearly stated on the application form.
10	<i>Declaration</i>	<ul style="list-style-type: none"> • Sign where it says signature by candidate. • Write the date.