



QUANTITY SURVEYORS REGISTRATION BOARD OF NIGERIA

CONDITION FOR REGISTRATION OF FIRM/COMPANY

1. Registration Form is obtained for **₦50,000.00 (Fifty Thousand Naira Only)**. Payment should be made through Remita from any Commercial Bank or Online by following the steps below:
 - a. log in to www.remita.net
 - b. from the displayed page, under “**Search here a biller**”, type and select **Quantity Surveyors Registration Board of Nigeria**
 - c. fill in the details as required for instance, under **Name of Service/Purpose**; select “**Firm Application Form**”, fill in others appropriately then click “**Submit**”
 - d. From the displayed page, input details of you Debit Card (ATM Card) to make the payment online **OR Click on “Bank Branch”** to generate a **Remita Retrieval Reference (RRR)** Number and take it to any commercial bank for payment.
2. At least one of the Partners/Directors must be a Registered Quantity Surveyor. The curriculum vitae, credentials and **current practice licence of the partners** should be submitted with the form
3. All the Partners/Directors and QS Staff that are registered with the Board **must have current Practice Licence with the Board.**
3. Quantity Surveying Firms/Companies must be registered with Corporate Affairs Commission (C.A.C) and a photocopy of the Certificate and other documents attached.
4. The firm should have evidence of having been registered with the Nigerian Institute of Quantity Surveyor (NIQS).
5. Firms are expected to show evidence of execution of Professional Indemnity Insurance cover of minimum **₦10 million.**
6. The Partners shall be invited for oral interview
7. Upon the success at the interview and the approval of the Board for registration of the firm, a Letter of Registration shall be issued.
8. Notice of payment of **₦170,000.00 (One Hundred & Seventy Thousand Naira Only)** for registration shall be enclosed to the Letter of Registration. (This amount is subject to review from time to time). Upon payment, the Certificate of Registration shall be issued.

NB

*Completed Form should be forwarded to:
The Registrar,
Quantity Surveyors Registration Board of Nigeria,
21, 4th Avenue (Sa'adu Zungur)
Gwarimpa, Abuja-FCT*



QUANTITY SURVEYORS REGISTRATION BOARD OF NIGERIA

(Established by Decree No. 31 of 1986 (Now CAP Q1 LFN 2004))

APPLICATION FORM FOR REGISTRATION OF QUANTITY SURVEYING FIRMS AND COMPANIES

1.0 GENERAL INFORMATION

1.1 Name of Firm or Company: _____

1.2 Nature of Practice: _____ :

1.3.1 Head Office Address: _____

Telephone No. /Fax No: _____

E-mail: _____

1.3.2 Branch Office Address (s): _____

Telephone/Fax No.: _____

E-mail: _____

1.4 Particulars of Registration under the Companies and Allied Matters Act or Registration of Business Names Act

Registration Number: _____

Other Particulars: _____

1.5 Date of Commencement of Practice: _____

1.6 Names of Partners or Directors: _____

2.0

CURRICULUM VITAE OF PARTNERS/DIRECTORS

(Detailed C.V. and photocopies of credentials of the Partners/Directors to be attached)

2.1 Surname: _____ Other Names: _____

2.2 Previous or Maiden Name: _____

2.3 Date of Birth: _____

2.4 Academic Qualification: _____

2.5 Professional Qualifications: _____

2.6 Post Qualification Experience: _____

2.7 Residential Address: _____

2.8 QSRBN Registration No.: _____

2.9 Nationality: _____

3.0

RESOURCES

3.1 **PERSONNEL**

3.1.1 Names of Registered Quantity Surveyors with Reg. Nos:

i. _____ Reg. No. _____

ii. _____ Reg. No. _____

iii. _____ Reg. No. _____

iv. _____ Reg. No. _____

3.1.2 Names of other support staff with qualifications:

i. _____

ii. _____

iii. _____

iv. _____

v. _____

3.2 Names of Professional from Other Disciplines with Reg. Nos:

Architects _____ Reg. No. _____

Engineers _____ Reg. No. _____

Estate Surveyors _____ Reg. No. _____

Builders _____ Reg. No. _____

Planners _____ Reg. No. _____

Others _____ Reg. No. _____

_____ Reg. No. _____

_____ Reg. No. _____

3.3 EQUIPMENT RESOURCES (*List Office Equipment Presently in Stock*)

4.0 PROFESSIONAL INDEMNITY INSURANCE

Provide evidence of current professional indemnity insurance of practice (photocopy of the Insurance Certificate to be attached)

5.0 DECLARATION

I/We, _____

do hereby apply for the Registration of our firm or company, _____

to practise Quantity Surveying in Nigeria.

I/We do hereby declare that if registered, I/we shall comply strictly with the rules and regulations made by Quantity Surveyors Registration Board of Nigeria in pursuance of the requirements of Decree No. 31 of 1986 (Now CAP Q1 LFN, 2004) and extant regulations including annual renewal of Practice Licence and Professional Indemnity Insurance.

Signed for/on behalf: _____

Name and Status: _____

Date: This Day, _____, 20__

Witness by:

Name: _____ RQS No. _____

Address: _____

Sign: _____ Date: _____

FOR OFFICE USE ONLY

Date Received: _____

Date Submitted to Committee: _____

Registration Fees Received: _____

Approved: _____

Rejection (reason for the rejection) : _____

President's Signature
QSRBN

Registrar's Signature
QSRBN