

Your Ref: -  
Our Ref: SLA/SVY 251/72 Vol 6  
(Please quote our reference in your reply.)

Tel: 63238176  
Fax: 63239791  
Email: tan\_kok\_tiong@sla.gov.sg

8 Shenton Way  
#26-01 Temasek Tower  
Singapore 068811  
Main: (65) 6323 9829  
Fax: (65) 63239937  
Website: www.sla.gov.sg

Date: 31 Mar 2005

CS CIRCULAR NO. 4/2005

To: All Registered Surveyors

**AUTHORISED ASSISTANT UNDER DIRECT EMPLOYMENT OF REGISTERED SURVEYOR**

With the coming into operation of the Land Surveyors (Amendment) Act 2004 on 31.3.05, Parts VI and IX of the principal Act regarding the Approved Assistant Surveyors and the Conduct of Cadastral Surveys respectively have been repealed. As a consequential amendment, the part on the Conduct of Cadastral Surveys is henceforth regulated under Part IIA of the Boundaries and Survey Maps Act (BSMA). With the legislation changes, registered surveyors are to comply with the actions mentioned below.

2 The registered surveyor shall return all existing authority cards issued to him and his Approved Assistant Surveyors to the Chief Surveyor.

3 He should apply to the Chief Surveyor for authorisation of his assistant and the issuance of the new entry card. In his application, he must confirm the following conditions:

- 3.1 The assistant is suitably qualified as he holds one of the following academic qualifications:
- (i) The Technician Diploma in Land Surveying of the Singapore Polytechnic; or
  - (ii) The Certificate in Cadastral Surveying of the Singapore Institute of Surveyors and Valuers; or
  - (iii) Any other qualification which is regarded by the Chief Surveyor as an equivalent to the specified qualification above.

A digital passport size photograph in jpeg format and a certified true copy of the qualification document must be enclosed with the application.

3.2 He and his assistants accept the rules and procedures on the use of the entry card and the entry to land/flat as set out in CS Circular No. 5/2005.

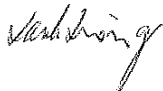
3.3 He shall submit a Certificate of Employment (sample attached) certifying that the names listed are his assistants under his direct employment.

4 The Chief Surveyor will issue the entry card individually to the registered surveyor and each of his authorised assistants for them to enter land to conduct cadastral survey. The power of entry is pursuant to Section 11A of the Boundaries and Survey Maps Act. The registered surveyor and his assistant will personally collect the entry card from the Chief Surveyor and acknowledge receipt.

5 The entry card shall be displayed to show that the card-holder is the registered surveyor himself or the assistant of the registered surveyor as the case may be. In the case of the authorised assistant, the name of the registered surveyor shall be indicated and not the name of the company. For authorised assistants employed by licensed corporation or partnership, each will be issued with one card which shall bear the names of all the registered surveyors under the corporation/partnership.

6 The entry card will expire on 31<sup>st</sup> December of each year. For renewal, a new card each will be issued to the registered surveyor and each of his assistants when the registered surveyor renews his practising certificate annually. The card is issued free of charge. However, a fee of \$20 is payable for replacement of lost card. A police report on the loss of card must accompany the application for replacement.

- 7 The registered surveyor must return the entry card to the Chief Surveyor when:
- a) the card validity has expired;
  - b) his authorised assistant is no more under his employ; or
  - c) the registered surveyor ceases to practise surveying.



TAN KOK TIONG  
MANAGER  
SURVEY SERVICES  
for CHIEF SURVEYOR

(Referred in CS Circular No. 4/2005)  
(SAMPLE OF CERTIFICATE OF EMPLOYMENT OF ASSISTANT)

Company's letterhead

Our Ref:

Date:

Chief Surveyor

Dear Sir

**CERTIFICATE OF EMPLOYMENT OF ASSISTANTS OF REGISTERED  
SURVEYOR**

With reference to my letter dated dd/mm/yyyy applying for authorisation of my assistants, I certify that the following assistants are directly employed by me:

	Name of Assistant	NRIC No / Passport No.
(a)	_____	_____
(b)	_____	_____
(c)	_____	_____
(d)	_____	_____
(e)	_____	_____
(f)	_____	_____

3 I understand that for the purpose of application of authorisation of my assistants, the words "directly employed" used in this context refer to my employee whose IR8A form has been submitted or in the case of new employee, will be submitted, by me to Inland Revenue Authority of Singapore. As such, I shall produce the IR8A form as documentary proof of direct employment as and when required by the Chief Surveyor.

Yours faithfully

(Signature)  
(Name of Registered Surveyor)