

**GUIDELINES ON THE REGISTRATION AND EMPLOYMENT
OF EIA CONSULTANTS FOR THE CONDUCT OF
ENVIRONMENTAL IMPACT ASSESSMENT (EIA) FOR
VARIOUS PRESCRIBED ACTIVITIES**



**NATURAL RESOURCES AND ENVIRONMENT BOARD
18TH - 20TH FLOORS, MENARA PELITA
LOCKED BAG NO. 2103
PETRA JAYA
93050 KUCHING
SARAWAK**

Tel : 082-447488, 319500
Fax : 082-312800

The explanatory notes are prepared for the information of EIA consultant firms seeking registration with the Natural Resources and Environment Board Sarawak. Applicants are kindly reminded to provide all the information in detail. Incomplete information and non-compliance in any of the conditions of registration may jeopardise the application.

CONDITIONS FOR THE REGISTRATION AND EMPLOYMENT

I. GENERAL

1. As required under Section 11A (1) of the Natural Resource and Environmental Ordinance (Cap. 84 – Laws of Sarawak) and Article 6 of the Natural Resource and Environmental (Prescribed Activities) Order, 1994, only consultant firms registered with the Natural Resources and Environment Board are qualified to carry out Environmental Impact Assessment (EIA) study.
2. Only registered permanent specialist and individual EIA consultants are eligible to conduct EIA studies and submit reports to the Board. They should affix their original signatures at least **three (3) copies** of the report submitted to the Board.
3. Form NREB – EIA 1/94 (Amended 1997) must be filled by firms and Form NREB – EIA 2/94 (Amended 2008) must be filled by an individual consultants of the firm.
4. Registration form must be completed in full, typed, and signed and **certified true copies** of all relevant documents must be attached.
5. Any changes made to the information already given including the retirement or recruitment of new individual consultants of the firm, must be submitted to the controller of Environmental Quality, Natural Resources and Environment Board within one (1) week from the effective date of the commencement of any EIA studies. Registration will be cancelled in the event the consultant or company fails to abide to this rule.
6. The Controller of Environmental Quality, Natural Resources and Environmental Board has the right to cancel at any time without notice, the registration of any firm or individual consultant :-

- (a) if any of the information disclosed in the application for registration is found to be inaccurate, false or calculated to deceive the Board;
 - (b) if he is not satisfied with the quality and accuracy of the contents of the EIA report being submitted; and
 - (c) if the firm or individual consultant does not submit any EIA report or participated in any EIA studies within a period of one (1) year after registration.
- 7. Duly completed Registration Forms must be forwarded to :-

**Controller of Environmental Quality,
Natural Resources and Environment Board,
18th - 20th Floors, Menara Pelita,
Locked Bag No. 2103, Petra Jaya,
93050 Kuching,
Sarawak**
- 8. Completed Registration Forms must be accompanied by registration fees of **RM 400.00** in respect of firms (fees include the registration of one permanent specialist) and **RM 100** for each individual consultant, valid over a period of one (1) year. Fees are payable to Natural Resources and Environment Board, Sarawak either in cheques, money orders or postal orders. Upon expiry of the registration period, firms can request in writing to the Controller for renewal of its registration for a successive one (1) year period.
- 9. If any application for registration is not accepted, the fees will be refunded in full.
- 10. Certificates of Registration will be given to the individuals upon successful registration.
- 11. Renewal of registration should be made at least one (1) month before expiry date.

II. FIRM

For the registration of the consultant firm, the following conditions must be met :-

1. The consultant firm ought to be registered in Sarawak under Business Name Registration Ordinance and evidence of such registration must be submitted together with this application. Firms which are not registered in Sarawak should have office addresses in Sarawak.

Firms registered under Section 16(4) of the Companies Act 1965 may also apply for registration subjected to the condition that they have office addresses in Sarawak.

2. A firm must have at least one (1) permanent specialist who should have a minimum of three (3) years relevant experiences in Environmental Impact Assessment (EIA) work.
3. For a firm to be registered, it must have at least five (5) years of relevant experience, one of which should be specifically on environmental consultancy. Evidence of this information is compulsory.
4. At least one of the team members of the EIA studies in respect of the specific Prescribed Activity must hold the academic qualification related to the said Prescribed Activity. He shall be the chief coordinator of the EIA studies in respect of the specific Prescribed Activity and shall be responsible for the genuine contents of the EIA report.
5. Team members who conduct the socio-economics aspects of the EIA studies should be drawn from experts who have domiciled in Sarawak for the past ten (10) years.
6. All members of the study team must affix their signature in the EIA report submitted to the Board to declare their involvements in the studies.

III. INDIVIDUAL

For the registration of individual members of the consultant firm, the following conditions must be met :-

1. Should have at least a university degree or its equivalent accredited by the Malaysian Government.
2. Should have at least three (3) years of working experiences in his professional field.
3. Should be a registered member of professional bodies, e.g., Institute of Engineers Malaysia, Institute of Foresters Malaysia, Institute of Chemists Malaysia, etc. (if relevant).
4. Registered individual members are allowed to carry out EIA studies in their approval field(s) only.
5. Individual members of a consultant firm who are not a Malaysia citizen should submit their application with, amongst others, a valid work permit issued by the Malaysian Government.



**NATURAL RESOURCES AND ENVIRONMENT BOARD,
SARAWAK**

REGISTRATION FORM FOR EIA CONSULTANT - FIRM

PART A : PARTICULARS OF FIRM

1. Name _____
2. Business Registration No. or Co. _____
Registration No. under Section
16(4) of Companies Act, 1965. _____
3. Date of Registration _____
4. Business Address _____

5. Business Address in Sarawak
(if different from 4 above) _____

6. Postal Address _____

7. Telephone No. _____
8. Facsimile No. _____
9. Field(s) of expertise
(please list) _____

10. Experience in preparing EIA Report. Please list names of report submitted either to the Department of Environmental or the Board. (Use separate sheet of paper if necessary).

[illegible]

PART B : PARTICULARS OF PERMANENT SPECIALIST. Other than the permanent specialist, applicant(s) is/are required to fill form NREB-EIA 2/94 (Amended 2008)

1. Name _____
2. Date and Place of Birth _____
3. Identify Card No. or
Passport No. _____
4. Citizenship Status _____
5. Academic Qualifications
(Please indicate year
obtained, institution and
specialised field) _____

6. Membership of Professional
Bodies and/or Scientific
Organisation (Please
provide evidence) _____

7. Relevant Working Experience _____

8. Indicate field(s) of EIA studies
wish to be registered (e.g. Botany,
agronomy, etc.) _____

PART C : DECLARATION

I, the undersigned hereby declared that the information given above are true and correct to the best of my belief and knowledge.

I understood that the Natural Resources and Environment Board reserves the right to cancel my registration if the information given are found to be false.

I further understood that under Section 30A(b), of the Natural Resources and Environment (Amendment) Ordinance, 1993, it is an offence to submit report containing facts, data or information which are false or calculated to deceive the Board.

Signature _____

Name _____

Position in Firm _____

Date _____

Official Stamp/Seal
of firm _____

PART D : FOR NREB OFFICIAL USE ONLY

(i) Registration Approved/
Not Approved : _____

(ii) If Approved:

(a) Effective date of approval : _____

(b) Period of registration : _____

(c) Registration Certificate No. : _____

(d) Field(s) of EIA studies
registered : _____

(iii) If Not Approved:

Reason for non-approval: _____



**NATURAL RESOURCES AND ENVIRONMENT BOARD,
SARAWAK**

REGISTRATION FORM FOR EIA CONSULTANT - INDIVIDUAL MEMBER

(Every member of a consultant firm EXCEPT the permanent specialist, is required to complete and submit a set of this registration form).

PART A : PARTICULARS OF INDIVIDUAL MEMBER

- | | | |
|-----|---|-------------------------|
| (1) | Name | _____ |
| (2) | Date and Place of Birth | _____ |
| (3) | Identity Card/Passport No. | _____ |
| (4) | Citizenship Status | _____ |
| (5) | Academic Qualifications
(Please indicate year obtained,
Name of institution and
specialized field) | _____

_____ |
| (6) | Membership of Professional Bodies
and Scientific Organisations
(Please provide evidence) | _____
_____ |

- (7) Relevant Working Experience
(Use separate sheet of paper
if space not sufficient)
- (8) Name, address and telephone
number of consultant firm
attached to now
- (9) Please indicate whether
permanent member of the firm
or otherwise
- (10) Present employer if not
permanently attached to the firm
mentioned in No. 8 above
(Please provide contact address)
- (11) Indicate whether already
registered under other firms
- (12) Indicate field(s) of EIA studies
wish to be registered (e.g. Botany,
agronomy, etc.)

PART B : DECLARATION

I, the undersigned hereby declared that the information given above are true and correct to the best of my belief and knowledge.

I understood that the Natural Resources and Environment Board reserves the right to cancel my registration if the information given are found to be false.

I further understood that under Section 30A(b), of the Natural Resources and Environment (Amendment) Ordinance, 1993, it is an offence to submit report containing facts, data or information which are false or calculated to deceive the Board.

Signature : _____

Name : _____

Date : _____

Official Stamp of the : _____
Firm attached to

PART C : FOR NREB OFFICIAL USE ONLY

(i) Registration Approved/
Not Approved : _____

(ii) If Approved:

(a) Effective date of approval : _____

(b) Period of registration : _____

(c) Registration Certificate No. : _____

(d) Field(s) of EIA studies
registered : _____

(iii) If Not Approved:

Reason for non-approval: _____
