

**Yang Di-Pertua:**

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Home Page: [www.lppeh.gov.my](http://www.lppeh.gov.my)**DATE : 1 October 2021**

**TO : ALL REGISTERED VALUERS, APPRAISERS, ESTATE AGENTS & PROPERTY MANAGERS  
PROBATIONARY VALUERS & PROBATIONARY ESTATE AGENTS  
REGISTERED FIRMS**

Dear Sir/Madam

**ONLINE PAYMENT (BIS PORTAL) FOR RENEWAL 2022**

This serves to remind you that your Authority to Practice under Section 16(2) **expires on 31<sup>st</sup> December 2021** and shall thereafter be renewable upon payment of the prescribed fees as follows:

Category	Type	Fees	Requirement
Individual	a. Valuers b. Estate Agents <b>(submission via BIS portal)</b>	RM 200.00 RM 200.00	<ul style="list-style-type: none"> <li>Form D</li> <li>CPD certificates</li> <li>Bankruptcy declaration from Insolvency Department <b>ONLY</b></li> <li>Copy of Registered Property Manager Authority to Practice (Form J) <b>(Registered Property Managers ONLY)</b></li> </ul>
	c. Property Managers <b>(submission via email to <a href="mailto:pmrenewal@lppeh.gov.my">pmrenewal@lppeh.gov.my</a>)</b>	RM 200.00	
	d. Appraisers <b>(submission by hardcopy to the Board)</b>	RM 150.00	
Probationary	a. Valuers b. Estate Agents	RM 50.00 RM 50.00	<ul style="list-style-type: none"> <li>Form D1</li> <li>Bankruptcy declaration from Insolvency Department <b>ONLY</b></li> </ul>
	c. Property Managers <b>(submission via email to <a href="mailto:audrey@lppeh.gov.my">audrey@lppeh.gov.my</a>)</b>	<b>RM 50.00</b>	

**ONLINE PAYMENT (BIS PORTAL) FOR RENEWAL 2022**

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Firms (submission via BIS portal)	a. Sole proprietor - branch	RM 50.00 RM 50.00	<ul style="list-style-type: none"><li>• Form P</li><li>• Firm's letterhead</li><li>• Professional Indemnity Insurance certificate</li><li>• Audited client's accounts / Rules 59</li></ul>
	b. Partnership - branch	RM 75.00 RM 75.00	<ul style="list-style-type: none"><li>• Form P</li><li>• Firm's letterhead</li><li>• Professional Indemnity Insurance certificate</li><li>• Audited client's accounts / Rules 59</li><li>• Partnership agreement (to be certified true copy)</li></ul>
	c. Sdn Bhd - branch	RM 75.00 RM 75.00	<ul style="list-style-type: none"><li>• Form P</li><li>• Firm's letterhead</li><li>• Professional Indemnity Insurance certificate</li><li>• Audited client's accounts / Rules 59</li><li>• Firm's structure as at the date of the application (to be certified true copy)</li><li>• Firm's shareholding structure as at the date of the application (SSM)</li></ul>

All Registered Valuers, Estate Agents, Property Managers, Probationary Valuers, Probationary Estate Agents and Firms are now required to apply online at the **LPEPH BIS Online Portal** enclosing all supporting documents and payment, so that the Board may do the needful, failing which the following shall apply:

- (A) Please note that there shall be removed from the Register or the Register of Probationer, as the case may be, the name and particulars of any registered Valuer, Appraiser, Estate Agent or Property Manager, or probationary valuer or probationary estate agent or probationary property manager who has failed to renew his/her Authority to Practice within three (3) months of the expiry thereof or has failed to comply with any of the conditions of renewal.**

**Section 25 (1) (d)**

(B) Any person whose name is removed from the Register or the Register of Probationers, as the case may be, under paragraphs 25(1) (a), (c) and (d) may be reinstated as soon as he has applied to be reinstated and upon payment of such fees, arrears and charges, and upon satisfying such other conditions, as may be prescribed by the Board.

Section 26 (4)

(C) Please note that there shall be removed from the Register of Firms the name and particulars of any firm which has contravened or failed to comply with any of the terms or conditions of its registration.

Section 25 (3)(b)

**Login Instruction:**

1. Please visit <http://bis.lppeh.gov.my> to verify or forgot password and active your login. Complete instruction on login and user manual available at the LPPEH BIS Online Portal.
2. Once verified, the temporary password will be send to your registered email address. If your email address is not valid or you would like to change the email address, please email us the official request to: [bis-support@lppeh.gov.my](mailto:bis-support@lppeh.gov.my)
3. Different log in and password to be used for firms and members to renew your Authority to Practice. Any enquiries or difficulties faced when login in kindly email to [bis-support@lppeh.gov.my](mailto:bis-support@lppeh.gov.my) for assistance.
4. For manual submission of Property Manager renewal, kindly email your application to [pmrenewal@lppeh.gov.my](mailto:pmrenewal@lppeh.gov.my) and for Probationary Property Manager renewal, you may email to [audrey@lppeh.gov.my](mailto:audrey@lppeh.gov.my).

**NOTE:-**

- Professional Indemnity Insurance certificate for Property Management firms, the coverage should be minimum of RM500,000.
- Registered Property Manager only are required to attach a copy of the Registered Property Manager Authority to Practice (Form J) for renewal application.

Thank you.

Yours faithfully,

  
SUMARNI BINTI A. RAHMAN

Registrar

LEMBAGA PENILAI, PENTAKSIR, EJEN HARTA TANAH

DAN PENGURUS HARTA

SAR/pm