

**Yang Dipertua:**  
Sr Abdul Razak bin Yusak

**Pendaftar:**  
Sumarni Dinti A. Rahman



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## NOTIFICATION FIRST REMINDER

**DATE : 23 January 2024**

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

**RE : REMINDER – RENEWAL 2024**

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Dear Sir/ Madam,

Reference is made to the Notification dated 1 October 2023 (attached herewith for your information).

A gentle reminder to all registrants that you are required to renew your individual and firm license **before 31 March 2024**. A grace **period of 90 days** have been given for the renewal under Section 25 (1) (d) of the Valuers, Appraisers, Estate Agents and Property Managers Act 1981 (Act 242) and Rule, from its expiry on 31 December 2023.

Failure to renew **before 31 March 2024**, will result in removal from the Board's Register.

Those who had made the payment for the renewal, kindly ignore this Reminder.

In addition, kindly update your personal information profile for the Board's safe keeping.

Please be guided accordingly.

Thank You.

Your faithfully,

  
**Sr Haji Abdul Razak Bin Yusak**  
President  
BOARD OF VALUERS, APPRAISERS, ESTATE AGENTS  
AND PROPERTY MANAGERS

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## NOTIFICATION 27/2023

**DATE :** 1<sup>st</sup> October 2023

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

Dear Sir/Madam

### ONLINE PAYMENT (BIS PORTAL) FOR RENEWAL 2024

This serves to remind you that your Authority to Practice under Section 16(2) **expires on 31<sup>st</sup> December 2023** and shall thereafter be renewable upon payment of the prescribed fees as follows:

Category	Type	Fees	Requirement
Individual	a. Valuers b. Estate Agents (submission via BIS portal)	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></ul> (Please refer to Notification dated 5 September 2022)
	c. Property Managers (submission via email to <a href="mailto:pmrenewal@lppeh.gov.my">pmrenewal@lppeh.gov.my</a> )	RM 200.00	
	d. Appraisers (submission by hardcopy to the Board or via email to <a href="mailto:nurhidayah@lppeh.gov.my">nurhidayah@lppeh.gov.my</a> )	RM 150.00	

Probationary	a. Valuers b. Estate Agents <b>(submission via BIS portal)</b>	RM 50.00 RM 50.00	<ul style="list-style-type: none"> <li>• Form D1</li> <li>• CPD Certificates</li> <li>• Bankruptcy declaration from Insolvency Department <b>ONLY</b></li> </ul>
	c. Property Managers <b>(submission via email to <a href="mailto:nurul@jppeh.gov.my">nurul@jppeh.gov.my</a>)</b>	RM 50.00	
	d. All <b>CPD certificates</b> for Probationary Valuers and Probationary Estate Agents.		Kindly refer to <b>Notification 27(A)/2023</b>
	e. All CPD certificates for Probationary Property Managers <b>(submission via email to <a href="mailto:nurul@jppeh.gov.my">nurul@jppeh.gov.my</a> )</b>		

Firms	a. Sole proprietor - branch b. Partnership - branch c. Sdn Bhd - branch <b>(submission via BIS portal)</b>	RM 50.00 RM 50.00 RM 75.00 RM 75.00 RM 75.00 RM 75.00	<ul style="list-style-type: none"> <li>• Form P</li> <li>• Firm's letterhead</li> </ul> <b>The following documents are to be Certified True Copy:</b> <ul style="list-style-type: none"> <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</li> <li>• Firm's shareholding structure as at the date of the application</li> </ul>
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All Registered Valuers, Estate Agents, Property Managers, Probationary Valuers, Probationary Estate Agents, Probationary Property Managers and Firms are now required to apply for renewal for 2024 by 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)

ONLINE PAYMENT (BIS PORTAL) FOR RENEWAL 2023  
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(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 [nurul@lppeh.gov.my](mailto:nurul@lppeh.gov.my).

NOTE:-

- Professional Indemnity Insurance certificate for Property Management firms, the coverage should be minimum of RM500,000.

Thank you.

Yours faithfully,

  
SUMARNI BINTI A. RAHMAN  
Registrar  
LEMBAGA PENILAI, PENTAKSIR, EJEN HARTA TANAH  
DAN PENGURUS HARTA  
SAR/notification-renewal/sf