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## NOTIFICATION 23/2024

**DATE :** 1<sup>st</sup> October 2024

**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 2025

This serves to remind you that your Authority to Practice under Section 16(2) **expires on 31<sup>st</sup> December 2024** 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 the Insolvency Department <b>ONLY</b></li></ul> <p>(Please refer to Notification dated 5 September 2022)</p>
	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:nita@lppeh.gov.my">nita@lppeh.gov.my</a> )	RM 150.00	

Probationary	a. Valuers b. Estate Agents (submission via BIS portal)	RM 50.00 RM 50.00	<ul style="list-style-type: none"> <li>• Form D1</li> <li>• Bankruptcy declaration from the Insolvency Department <b>ONLY</b></li> <li>• CPD Certificates of attendance (to be attached as the addendum page (s) to the Bankruptcy status.</li> </ul>
	c. Property Managers (submission via email to <a href="mailto:nurul@pppeh.gov.my">nurul@pppeh.gov.my</a> )	RM 50.00	

Firms	a. Sole proprietor	RM 50.00	<ul style="list-style-type: none"> <li>• Form P</li> <li>• Firm's letterhead</li> <li><b>The following documents are to be Certified True Copy:</b></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</li> <li>• Firm's shareholding structure as at the date of the application</li> </ul>
	- branch	RM 50.00	
	b. Partnership	RM 75.00	
	- branch	RM 75.00	
	c. Sdn Bhd	RM 75.00	
- branch (submission via BIS portal)	RM 75.00		

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 2025 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)

(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,



PAMELA MARIE JEROME ANTHONY

Registrar

LEMBAGA PENILAI, PENTAKSIR, EJEN HARTA TANAH

DAN PENGURUS HARTA

PM/notification-renewal/sf