

# ARCHITECTURAL SERVICES

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<b>REGULATOR</b>	<b>MINISTRY OF WORKS (BOARD OF ARCHITECTS MALAYSIA)</b>
<b>CPC CODE</b>	32550; 83211-83214
<b>PROV CPC CODE</b>	
<b>ACT</b>	<b>ARCHITECT ACT 1967 (ACT 117)</b>
<b>DEFINITION</b>	“Architectural Consultancy Practice” means a sole proprietorship, partnership or body corporate incorporated under the Companies Act 1965 [Act 125], providing architectural consultancy services and is registered by the Board of Architects Malaysia.

## 1. BUSINESS REGISTRATION

### ARCHITECTS CONSULTANCY PRACTICE

- You can also register your Architects Consultancy Practice by registering with Board of Architects Malaysia. [www.lam.gov.my](http://www.lam.gov.my)

### PARTNERSHIP

- Registering a partnership. [www.ssm.com.my](http://www.ssm.com.my)

### COMPANY (INCLUDING MULTIDISCIPLINARY PARTNERSHIP)

- Incorporating a limited liability / public company [www.ssm.com.my](http://www.ssm.com.my)

## 2. PRINCIPAL APPROVAL

- Application for Registration of Body Corporate as an Architectural Consultancy Practice from Board of Architects Malaysia [www.lam.gov.my](http://www.lam.gov.my)

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## 3. PREMISE

### RENTING A PREMISE

- If you are renting an existing premise space, you are advised to enter into a tenancy agreement.

### RENOVATING A PREMISE

- You are allowed to renovate your premise, however it is subject to Local Council's approval. (Kuala Lumpur – [www.dbkl.gov.my](http://www.dbkl.gov.my) )

### CONSTRUCTING A BUILDING

- You are required to obtain Construction Approval from a Local Council to construct a building. You are also required to engage Professional Architects / Engineers to facilitate the application. (Kuala Lumpur – [www.dbkl.gov.my](http://www.dbkl.gov.my) )

## 4. EMPLOYMENT

### REGISTERING WITH GOVERNMENT AUTHORITIES

Once you have hired your staff, you are required to register with:

- EPF (Employee Providence Fund) – [www.kwsp.gov.my](http://www.kwsp.gov.my)
- SOCSO (Social Security Organisation) – [www.perkeso.gov.my](http://www.perkeso.gov.my)
- IRBM (Inland Revenue Board Malaysia) – notify new employee. [www.hasil.org.my](http://www.hasil.org.my)

## 5. OPERATIONAL APPROVAL

### WORK PERMIT

- **Expatriates:** You can get Work Permit from Immigration Department. [www.imi.gov.my](http://www.imi.gov.my)

### ARCHITECTURAL STAFF

- **Professional Architects** – registration with Board of Architects Malaysia. [www.lam.gov.my](http://www.lam.gov.my)

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## 6. TAXATION

### CORPORATE TAX

- Your company is required to pay corporate tax to IRBM (Inland Revenue Board of Malaysia).  
[www.hasil.org.my](http://www.hasil.org.my)

### INDIVIDUAL / EMPLOYEE INCOME TAX

- You are required to facilitate your employees' income tax with IRBM.  
[www.hasil.org.my](http://www.hasil.org.my)

### SERVICE TAX LICENCE & SERVICE TAX

- You may be required to apply for a Service Tax Licence from Royal Malaysian Customs Department. The service tax collected must be paid to Customs.  
[www.customs.gov.my](http://www.customs.gov.my)

### PROPERTY TAXES

- You are required to pay Assessment Tax at the Local Council annually. (Kuala Lumpur - [www.dbkl.gov.my](http://www.dbkl.gov.my))
- You are required to pay Quit Rent Tax to the Land Office annually. (Kuala Lumpur - [www.ptgwp.gov.my](http://www.ptgwp.gov.my))