



ASSOCIATION FOR CONSULTING ENGINEERING IN NIGERIA (ACEN)

(LIMITED BY GUARANTEE); INCORPORATED APRIL 12 1979

4th Floor, Plot 4, Oyetubo Street, Off Obafemi Awolowo way, Ikeja, Lagos; P. O. Box 2751, Yaba, Lagos

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MEMBERSHIP RENEWAL APPLICATION FORM

A. GENERAL INFORMATION			
NAME OF FIRM			
REGISTERED ADDRESS			
Has your address changed?		Yes	No
		<input type="checkbox"/>	<input type="checkbox"/>
Office Address (If Different from above)			
Has your firm Name changed?		Yes	No
		<input type="checkbox"/>	<input type="checkbox"/>
Old Firm Name (if different from above)			
Telephone			
Fax			
E-mail			
Website			
Name of Chief Executive/Contact person)			
Branch Offices (if any)			
Registration/Incorporation Details			
Type of Firm			
Sole Proprietorship	Partnership	Limited Liability	Other (specify)
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
CAC Reg. No:		Year of Reg.	
COREN Reg. No:		Year of Reg.	
Year Practice Commenced :			
Please attach a copy of your firm's brochure or other relevant literature			
<input type="radio"/> (Please confirm inclusion)			

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B. OWNERS/PARTNERS/DIRECTORS**(Certificates of additional directors/partners appointed in the last three years to be attached)**

1	Name of Partner	
	Designation	
	Academic Qualifications	
	Professional Qualifications	
	COREN Reg. No.	
2	Name of Partner	
	Designation	
	Academic Qualifications	
	Professional Qualifications	
	COREN Reg. No.	
3	Name of Partner	
	Designation	
	Academic Qualifications	
	Professional Qualifications	
	COREN Reg. No.	
4	Name of Partner	
	Designation	
	Academic Qualifications	
	Professional Qualifications	
	COREN Reg. No.	

C1. SERVICES OFFERED (ENGINEERING)

No	(Disciplines (e.g electrical, civil, mechanical, chemical etc	Specification: eg. Building structures, building services, highway, geotechnics etc
1		
2		
3		
4		
5		
6		

C2 SERVICES OFFERED (NON-ENGINEERING)

D. ORGANIZATION INFORMATION (Use additional sheet if necessary)				
1. STAFFING: Please provide the number of staff in your organisation in the different Categories below: (Copy of Certificate for engineering staff to be attached)				
ENGINEERING STAFF		Year	Year	Year
	Engineers			
	Engineering Technologists			
NON-ENGINEERING STAFF				
NO OF ADDITIONAL STAFF EMPLOYED WITHIN THE LAST ONE YEAR				
ENGINEERING STAFF :				
NON ENGINEERING STAFF:				
2. COMPANY TURNOVER: Please provide the gross turnover of your company for the past three years (audited Financial statements to be attached)				
		Year	Year	Year
	Engineering			
	Non-Engineering			
	Total			
3. OFFICE EQUIPMENT FACILITIES				
MAIN OFFICE EQUIPMENT (No)				
Plotters				
Printers				
Photocopiers				
Main licensed software				
Laptops/Desktops				
Others please specify				

Brief Description of Office Organization and Practice

E. MAJOR PROJECTS IN THE LAST THREE YEARS: (either completed or on-going) Description to include scope, specific roles played by the firm, construction cost, disciplines and specialities involved. Use additional sheets if necessary. (Project evidence, e.g letters of award to be attached)

No	Description	Client	Start & End Dates
1			
2			
3			
4			
5			
6			
7			
8			
9			

10			

F. PARTICIPATION IN ACEN, ENGINEERING ACTIVITIES AND OTHERS (in the past three years) (proof of participation to be provided)

Workshops attended by staff/partners/directors				
No	Workshop Title	Date		
Papers presented by staff/partners/directors				
No	Paper Title	Date		
Attendance/Participation at ACEN events by staff/partners/directors				
CPD Points attained				
No	Event	Participants	CPD	Date
Others (Provide Details and evidence)				

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ACEN	Year	Year	Year
Subscription status			

Does your firm have appropriate professional indemnity insurance cover?

Yes

No

If 'No' ACEN strongly recommends that cover appropriate to the level of Members' practices be procured.

Declaration

I _____ hereby apply for firm membership renewal of the Association for Consulting Engineering in Nigeria. The firm conforms with the definition of a member as described in the ACEN Articles and Memos. If our membership is renewed, we undertake to abide by the Articles and Memos of Association, rules and the Code of Conduct of the ACEN as they now exist or as they may hereafter be altered or amended. The authorised signatory below will be the main ACEN representative to whom all correspondence and notices will be sent unless otherwise advised by the firm.

For and on behalf of

NAME OF FIRM _____

NAME OF MANDATED PRINCIPAL (in block letters) _____

SIGNATURE OF MANDATED PRINCIPAL: _____

Place your Company stamp or seal here:

Note: The ACEN Council reserves the right to interview Candidates for firm membership renewal.

