



**INSTITUTION OF PROFESSIONAL ENGINEERS  
SAMOA**  
P O BOX 9581 APIA, SAMOA

Telephone: +685 26605; Facsimile: +685 26605; Email: [info@ipes.ws](mailto:info@ipes.ws); Website: [www.ipes.ws](http://www.ipes.ws)

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**IPES MEMBERSHIP REGISTRATION CHECKLIST:**

**PLEASE ENSURE YOU INCLUDE ALL THE SUPPORTING DOCUMENTS LISTED BELOW BEFORE SUBMITTING YOUR APPLICATION. TICK THE BOX IF YOU HAVE INCLUDED EACH ITEM**

**SECTION ONE (1)**

- 1.1  A completed and signed IPES MAR (Membership Application Registration) Form (can be downloaded from the IPES Website – [www.ipes.ws](http://www.ipes.ws))
- 1.2  A Colour Passport Photo
- 1.3  Please print on your IPES MAR (Membership Application Registration) Form and ensure the form is signed.
- 1.4  Personal updated and current Curriculum Vitae which details in chronological summary, all your employment / work history including previous employment positions and engineering activities.
- 1.5  Academic and ALL other relevant qualifications; and
- 1.6  Current registration on other engineering registers; and
- 1.7  Professional development activities undertaken (labelled site photos of projects or engineering activities may be included)
- 1.8  Any other information that the applicant wishes to be considered which may include work samples from recent engineering activities
- 1.9  It is recommended that all Applications with supporting documents are sent electronically to the Registrar, with a hard copy to be submitted thereafter.

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**SECTION TWO (2)**

**FURTHER DETAILS FOR APPLICANT WHEN APPLYING FOR IPES MEMBERSHIP REGISTRATION**

- 2.1 The IPES Council or its designated representative may request an applicant to provide further information if the application received by the Council does not contain or is not accompanied by all of the obligatory statements and information set out in Section One
- 2.2 An application lapses if additional information set out in Section One (1) is not fulfilled, and shall expire 6 months after the date when the application was received by the Registrar
- 2.3 The IPES Council will :
  - 2.3.1 - give formal notice to applicant when a decision has been reached for Membership classification and
  - 2.3.2 – after 6 months, shall return application with all supporting documents to the applicant
- 2.3 On confirmation of Membership, the Annual Registration fee is ST\$300.00 (subject to change) to be paid to the IPES Treasurer.

Thank you for taking the time to register with IPES.