



## ASSOCIATION FOR CONSULTING ENGINEERING IN NIGERIA (ACEN)

(LIMITED BY GUARANTEE); INCORPORATED APRIL 12 1979

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### MEMBERSHIP APPLICATION FORM

<b>A. GENERAL INFORMATION</b>			
<b>NAME OF FIRM</b>			
<b>REGISTERED ADDRESS</b>			
<b>Office Address (If Different from above)</b>			
<b>Telephone</b>			
<b>Fax</b>			
<b>E-mail</b>			
<b>Website</b>			
<b>Name of Chief Executive/Contact person)</b>			
<b>Branch Offices (if any)</b>			
<b>Registration/Incorporation Details</b>			
<b>Type of Firm</b>			
<b>Sole Proprietorship</b>	<b>Partnership</b>	<b>Limited Liability</b>	<b>Other (specify)</b>
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>CAC Reg. No:</b>		<b>Year of Reg.</b>	
<b>Has your firm or any of the partners been previously registered with COREN</b>			
<b>If Yes</b>	YES <input type="radio"/>	NO <input type="radio"/>	
<b>COREN Reg. No:</b>		<b>Year of Reg.</b>	
<b>Year Practice Commenced :</b>			

Please attach a copy of your firm's brochure/Profile or other relevant literature

(Please confirm inclusion)

**B. OWNERS/PARTNERS/DIRECTORS (Please include copy of NSE and COREN Certificate)**

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 , procurement , designs, manufacturing, fabrication, Costing 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 certificates for engineering staff to be attached)

<b>ENGINEERING STAFF</b>		<b>Year .....</b>	<b>Year .....</b>	<b>Year .....</b>
	Engineers			
	Engineering Technologists			
<b>NON-ENGINEERING STAFF</b>				

2. COMPANY TURNOVER: Please provide the gross turnover of your company for the past three years (audited Financial statements to be attached if company is up to 3 years old)

		<b>Year</b>	<b>Year</b>	<b>Year</b>
	Engineering			
	Non-Engineering			
	Total			

**3. OFFICE EQUIPMENT FACILITIES****MAIN OFFICE EQUIPMENT (No)**

Plotters	
Printers	
Photocopiers	
Main licensed software	
Laptops/Desktop	
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, NSE, 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 , NSE, Engineering events by staff/partners/directors

No	Event	Participants	Date

Others (Provide Details and evidence)			

Note: The ACEN Council reserves the right to interview Candidates for firm membership or to request additional information before making a determination on this application.

If accepted as a member of the Association will your Firm undertake

(a) to maintain appropriate professional indemnity insurance cover?

Yes  No

(b) to abide by the Articles & Rules of the Association for the time being in force or as they may thereafter be extended or amended and to pay the annual subscription and any other fees approved by ACEN Council.

Yes  No

Declaration

I \_\_\_\_\_ hereby apply for firm membership of the Association for Consulting Engineering in Nigeria. The firm conforms to the definition of a member as described in the ACEN Articles and Memos. If our membership is approved, we undertake to abide by the \* Articles and Memos of Association, \* rules and the Code of Conduct of ACEN as they now exist or as they may hereafter be altered or amended. We agree to pay an entrance fee as approved by Council, membership subscription fees and fee for the compulsory course – Business of Consulting Engineering as at when due.

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 \_\_\_\_\_

ADDRESS \_\_\_\_\_

EMAIL \_\_\_\_\_

DATE \_\_\_\_\_

Place your Company stamp or seal here:

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\* Copy available at the ACEN Secretariat