

**CONDITIONS FOR RENEWAL PROCESS OF
REGISTRATION OF EIA CONSULTANT**

1.0 RENEWAL OF ACTIVE EIA CONSULTANT FIRMS

Active EIA Consultant Firms refers to the Firms that have at least submitted report (EIA or EMP or EMR) to the NREB in assessment year. These firms will be assessed and the result scored will be published in the form of Star Rating i.e. 1 star (the least) and 4 star (the highest) in the NREB website yearly.

(i) Renewal Without Conditions

For those active Consultant Firms who are rated 3 star and above, the renewal will be granted without condition when their renewal application is submitted in the following year.

(ii) Conditional Renewal

For those active Consultant Firms who are rated 2 Star and below, the renewal will only be granted with condition that the Firm has a minimum 40 hours of environmental related training. The 40 hours can be counted from those trainings attended by Principal Consultant and his/her in-house consultant/staff only.

2.0 RENEWAL OF NON-ACTIVE CONSULTANTS FIRMS

Non-active EIA Consultant Firms refers to the Firms that do not submit any environmental report to NREB in the assessment year. The Firms will not be assessed, rated and published.

(i) Renewal without Condition

The renewal without condition will be granted if the Firms can prove that they have involved in environmental related works with any other government agencies in Malaysia. However, their claims must be submitted together with certified documents.

(ii) Conditional Renewal

The renewal with condition will be granted if the Firms does not involve in any works in the assessment year. The condition will be that they

must submit at least one report in the following year. If this condition fails to be achieved, the Firm will be de-registered.

3.0 RENEWAL OF INDIVIDUAL CONSULTANTS

(i) Renewal without Condition

The renewal without condition will be granted for that Individual Consultant who is involved in environmental related works for previous one year prior to the next renewal application.

The claim on involvement has to be certified by the Project Team leader or Principal Consultant.

(ii) Conditional Renewal

The renewal with condition will be granted for those Individual Consultants who did not involve in any works for the previous one year prior to the next renewal application. The condition is they must involve in one environmental report in the following year. If this condition fails to be achieved, they will be de-registered.

4.0 DE-REGISTRATION

Any Consultant Firm and Individual Consultants will be de-registered if they fail to comply with following requirements:

- (i) the condition of 40 hours of environmental related training;
- (ii) the condition of Conditional Renewal; or
- (iii) the registration is not renewed after 3 months of its expiry date.

5.0 PENALTY FOR LATE RENEWAL AND DE-REGISTRATION

For those renewal applications made within three (3) months after its expiry date, a cost of renewal fee plus a penalty of 20% will be charged. The renewal date will be the day when renewal is approved.

For Consultant Firms/Individual Consultants who have been de-registered and wish to be re-registered with the NREB, a penalty of (Ringgit Malaysia Five Hundred Only) will be charged regardless the applications are for EIA Consultant Firms or Individual Consultants.

6.0 DOCUMENTS REQUIRED FOR APPLICATION FOR RENEWAL OF EIA CONSULTANT REGISTRATION

Consultant Firms with 3 star and above	Consultant Firms with 2 star and below	Non-active Consultant Firms	Individual Consultants
<ul style="list-style-type: none"> • Renewal Form • Original Certificate of Registration 	<ul style="list-style-type: none"> • Renewal Form • Original Certificate of Registration • Certified documents to prove 40 training hours on environmental courses 	<ul style="list-style-type: none"> • Renewal Form • Original Certificate of Registration • Certified documents on environmental related works involved 	<ul style="list-style-type: none"> • Renewal Form • Original Certificate of Registration • Certified documents on environmental related works involved