

# APPLICATION FOR MEMBERSHIP OF LABSE



Please tick as appropriate

Fellow ☐ Associate Member ☐ Student ☐  
Member ☐ Licentiate ☐

Have you previously applied to join LABSE – YES / NO

For office use  
Accepted/Rejected  
Membership No.: .....  
Grade: .....  
Date: .....  
Fees payable: .....

If you are a member of any other relevant recognised professional institution, please provide the details of such membership including the grade of membership and the number and the full name of the Institution. Please attach proof of membership.

Membership Number  Institution

## SECTION 1

### PERSONAL DETAILS

2.5x2.5 cm  
recently  
taken colour  
photograph

Title:

Surname:

Given names:

Name to be used for correspondence:

Birth Date: 

<input type="text"/>	<input type="text"/>	<input type="text"/>
DD	MM	YYYY

NIC No.:

(Tick box for preferred mailing address)

Business Address: ☐

Private Address: ☐

Company Name:

Address:

Post Code:

Post Code:

Telephone:  FAX:

Telephone:  FAX:

Email:

Email:

Mobile:

## SECTION 2

### EDUCATIONAL QUALIFICATIONS

Please list all your professional qualifications. Degree/ Diploma/ Certificate shown under the 'Qualification' column shall be accompanied by photocopies of the original certificates.

Name of the University or College	Full title of qualifications gained including subject area	Date course commenced	Course duration	Date qualification obtained	Mode of Study Full Time/Part time/ sandwich, etc.

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## SECTION 03

### WORK EXPERIENCE

Please submit a type-written CV providing full details of your work experience (starting from the present employment) within the field of Building Services Engineering, with dates, full details of the companies you have worked for, the posts you have held, and level of responsibility. This should be countersigned by the sponsor.

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## SECTION 04

### AREA OF SPECIALTY

Please indicate from the list below your main area of expertise in Building Services Engineering. This information will assist LABSE in allocating an appropriate assessor to appraise your application.

Building Maintenance:	<input type="checkbox"/>	Energy Management:	<input type="checkbox"/>	Environmental:	<input type="checkbox"/>	Fire:	<input type="checkbox"/>
Water Treatment:	<input type="checkbox"/>	Air-Conditioning:	<input type="checkbox"/>	Electrical:	<input type="checkbox"/>	Plumbing:	<input type="checkbox"/>
Waste Disposal:	<input type="checkbox"/>	ELV systems:	<input type="checkbox"/>	Academia:	<input type="checkbox"/>		
Other:	<input type="text"/>						

## SECTION 05

### SPONSOR'S DECLARATION

I confirm that I have known the applicant for  years. To the best of my knowledge, all the information contained in this application and supporting documents is correct.

I confirm my support for this application for membership.

Signature:  Name of Institution:   
Name:  Class of member:   
Date:  Membership No.:

Address:

Telephone:   
 Mobile:   
 FAX:   
 Post Code:

(The Sponsor shall be a Corporate Member of CIBSE/IET/LABSE/IESL/IMechE and engaged in the Building Services Industry. Sponsor should have known the **Applicant** for a minimum of **three** years.)

## SECTION 06

### APPLICANT'S DECLARATION

I certify that the information contained in this application and supporting documents is correct. I agree that, in the event of my election to any class of membership of the Lanka Association of Building Services Engineers, I will be governed by the provisions of its constitution as they are now formed or as they may be hereafter altered; that I agree to abide by the Code of Professional Conduct of LABSE, and do all in my power to advance the objectives of the Association; providing that whenever I shall signify in writing to the Secretary that I wish to withdraw from the Association, I shall, after payment of any arrears which may be due by me at that period, be free from this obligation.

I understand that if any information supplied in this form is found to be incorrect, LABSE reserves the right to withdraw membership of the Association and discipline the applicant under its constitutional provisions.

Signature:   
Name:   
Date:

## GUIDELINES TO APPLICANTS

### 1. Grades of membership and required entry qualifications shall be as follows

#### FELLOW

- PG Degree/ Diploma + Over 5 years in BS trade
- Degree (Mechanical/Electrical/ Civil) + Over 10 years in BS trade

#### MEMBER

- Degree (Mechanical/Electrical/ Civil) + Over 5 years in BS trade
- Diploma/any other course acceptable to the Council + Over 10 years in BS trade

#### ASSOCIATE MEMBER

- Degree (Mechanical/Electrical/ Civil) + Over 2 years in BS trade
- Diploma/any other course acceptable to the Council + Over 5 years in BS trade

#### LICENTIATE

- Applicants with over 15 years experience in BS trade (For Engineers with experience but no formal qualification to become Associate Members)

#### STUDENT

- Applicant (between the ages of 18 and 24) currently following a full time course (related to BS), acceptable to the Council

### 2. Fees payable shall be as follows

Grade of Membership	Entry Fee Rupees	Yearly membership renewal fee Rupees (Subscription)	Transfer fee Rupees	Contribution for website
Fellow	5,000.00	3,000.00	N/A	500.00
Member	3,000.00	1,500.00	2,000.00	500.00
Associate	2,500.00	1,000.00	1,000.00	500.00
Licentiate	2,000.00	750.00	500.00	500.00
Student	500.00	500.00	2,000.00	100.00

### 3. Notes:

- Membership application shall be accompanied with Rs. 500.00 as processing fees.
- Membership upgrade application shall be accompanied with Rs. 500.00 as processing fees
- All the cheques shall be written in favour of '**LANKA ASSOCIATION OF BUILDING SERVICES ENGINEERS**' and **crossed for account payee only**.
- Bank transfers/direct deposits can be made to Lanka Association of Building Services Engineers, Sampath Bank Account No. 017560000413, Colombo Super Branch, Sampath Bank SWIFT CODE - BSAMLKLX and forwarding us a copy of the deposit slip to update our records. The membership number shall be clearly mentioned in the payment slip and its copy to be emailed to [labse.org@gmail.com](mailto:labse.org@gmail.com)
- The applicant will be requested to come for an interview if necessary. Please bring the originals and any other supporting documents with you to the interview.
- If the application is considered acceptable by the Council the applicant, will be requested to pay the relevant fees for finalizing the acceptance.
- Please note that a nominal sum of Rs.200/= will be charged from members at every monthly meeting to cover up expenses for refreshments/hall charges.
- Please send the duly completed application forms along with copies of certificates with the processing fees to:  
**Lanka Association of Building Services Engineers, No. 120/10, Vidya Mandiraya, Vidya Mawatha, Wijerama Road, Colombo 07.**
- Please write "Application for membership" in the left-hand corner of the envelope.