(1)

1. In **SEG Portal**, search "**SPA**" in the search bar.
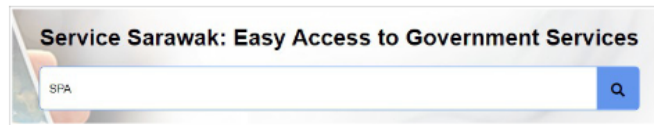
Service Sarawak: Easy Access to Government Services

| SPA | 🔍 |

Figure : 24

2. Select "**Application for Renewal of SPA Qualified Person**" from the search result.

Search Result of "SPA"

4 Services Found

Application for SPA Qualified Person Registration

SPA Qualified Person Certificate

Application for Renewal of SPA Qualified Person

Update Membership of Professional Bodies for SPA Qualified Person

Figure : 25

3. Click **Apply** button.

Application for Renewal of SPA Qualified Person ♡

Introduction ⌃

For public to renew as a Qualified Person with Ministry of Natural Resources and Urban Development

What you'll need? ⌃

This applicant is required to provide certified true copy of the following supporting document:

a) A copy of applicant's identity card
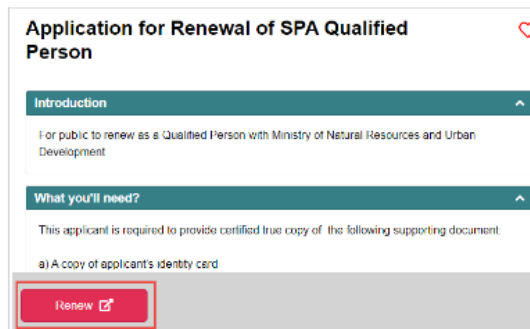
Renew ☑

Figure : 26

4. Previous applications submitted will be listed. Click on the **Renew** button.

Figure : 27

Notes :

Click **Application Form** title to view application.

---

5. The system will navigate to **Qualified Person Profile** details. Check on the **Personal Details** and **Contact Information** and click **Next** button once done.
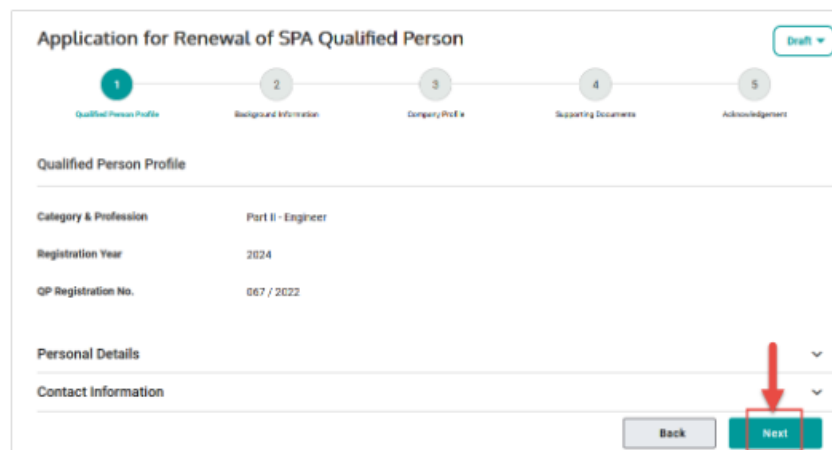

Figure : 28

3

6. There are three(3) tabs under **Background Information** details which are **Academic Qualifications**, **Membership in Professional Bodies** and **Relevant Working Experience**. Under **Academic Qualifications**, click on the **Field of Study** to check the details.

Figure : 29

Notes :

- Click **Add** button to add new academic qualification.

- Click 🗑 icon button to delete the existing academic qualification.

(4) 7. Click on **Membership of Professional Bodies** tab and click on the **Membership No.**

Background Information

| Academic Qualifications | Membership in Professional... | Relevant Working Experience |

Add

No.	Membership No.	Issuing Authority	Membership Valid Until	
1		Board of Architects Malaysia	31-05-2022	🗑️

Back   Next

Figure : 30

Notes :

- Click **Add** button to add new membership of professional bodies.
- Click 🗑️ icon button to delete the existing details.

8. Edit Membership of Professional Bodies module will pop up. For renewed Membership of Professional Bodies Certificate of year applied, select **Yes**. Check and update the mandatory details and attach the latest certified copy of Certificate of Professional Membership. Click **Save** button once done.

<<IMPORTANT>>
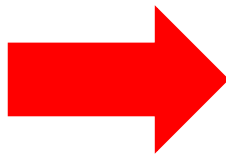
IF ALREADY GOT 2024 CERTIFICATE, NO NEED TO UPLOAD PROOF OF RENEWAL. SELECT YES AT THE QUESTION GIVEN

Edit Membership in Professional Bodies   ✕

- A certified copy of Certificate of Professional Membership.
- Maximum upload file size: 10MB.
- Allowed file types: jpg, jpeg, png, pdf.

Do you have the renewed Membership of Professional Bodies Certificate (Year 2024) *   ① ⦿ Yes   ◯ No

②

Issuing Authority *	Malaysian Institute of Engineers ⌄
Membership No. *	007
Membership Valid Until *	02-11-2022 📅
Attachment *	Sample Document.pdf Select 🖼️ 🗑️

Close   Delete   Save ③

Figure : 31

ALL DOCUMENT UPLOAD MUST BE

CERTIFIED TRUE COPY

9. If there is no renewed Membership of Professional Bodies Certificate of year applied, select **No**. Check and update the mandatory details and attach the current copy of certificate. Under **Proof of Renewal** section, upload the proof documents and click **Save** button once done.

<<IMPORTANT>>

IF DON'T HAVE 2024 CERTIFICATE, SELECT NO AND UPLOAD PROOF OF RENEWAL.
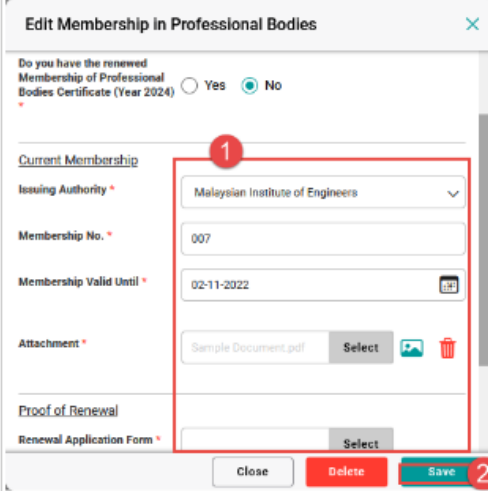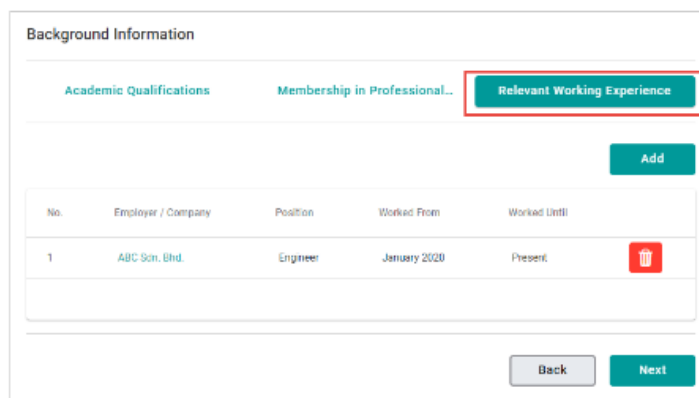
Figure : 32

ALL DOCUMENT UPLOAD MUST BE CERTIFIED TRUE COPY

10. Click on **Relevant Working Experience** tab. Click on **Employer / Company**, check the details and click **Next** button to proceed to the next step.

Figure : 33

Figure : 34

⑥

12. The **Supporting Documents** will be displayed. Click on the 🖼 icon to check uploaded documents. Click on the **Browse Files** or **Drag and Drop** files onto the box field provided to add new attachments. Click **Next** once done.

<<IMPORTANT>>

UPDATE RESUME.

INSERT 2023 PROJECT LIST.

ALSO TO DECLARE IF NO PROJECT

Figure : 35

7

13. At **Acknowledgment** page, tick the checkbox and click **Submit** button.

Figure : 36