

## Membership Reinstatement Process Effective from 01<sup>st</sup> January 2018

The reinstatement is applicable to two classes of membership and the associated reinstatement procedure based on the number of years in arrears, will be as follows.

### I - Chartered Engineers

| Stage   | Years in Arrears | Recommendations   |
|---------|------------------|---|
| Stage 1 | 1-3 Years        | <ul style="list-style-type: none"><li>Can pay the <b>re-registration</b> fee, submit application for reinstatement and CPD records with the declaration and be reinstated in the membership after checking the availability of records at the Secretariat and acceptance by Council.<br/><b>(Refer Note 02)</b></li></ul> |
| Stage 2 | Over 3 years     | <ul style="list-style-type: none"><li>Should apply for the <b>re-admission to</b> membership as a new applicant and will be required to follow the process of registering as a fresh member with a new membership number.<br/><b>(Refer Note 03)</b></li></ul>  |

### II - Associate Members

| Stage   | Years in Arrears | Recommendations   |
|---------|------------------|---|
| Stage 1 | 1-3 Years        | <ul style="list-style-type: none"><li>Can pay the <b>re-registration fee</b>, check the records of educational qualifications at the Secretariat, submit the application for reinstatement with the declaration and be reinstated in the Associate membership after acceptance by Council. If the associate member has been registered in any training programs with the IESL, he/she will have to be reinstated in such programs after the membership is reinstated.</li></ul> |
| Stage 2 | Over 3 Years     | <ul style="list-style-type: none"><li>Should apply for <b>re-admission</b> the Associate membership as a new applicant and will be required to follow the whole process of registering as a fresh Associate Member with a new membership number.</li></ul>  |

#### Note 01:

Irrespective of the above recommendations, if a member wants to get the membership as a fresh member (with a new membership number) such member can apply and do so. Previous membership status will be null and void in such case. Entrance fee and registration fees and other applicable fees applied for a fresh member will be applied as it is.

## Note 02: General Conditions

- For all re-registration fees, the amount to be paid will be determined on the following basis.

**[Current year subscription rate\* x No of years in arrears] + \*\*Surcharge**

\*Subscription rate prevailing at the time the written request is made by the member.

\*\*Surcharge is currently set at 25%; this may vary according to council decisions from time to time.

- Surcharge will not be applied if the arrears are only for the year prior to the year in which subscriptions are paid. However, if the arrears are for more than one year, surcharge is applied for all the years including the year prior to the one in which payment is made.
- All charges (other than the surcharge) is subject to prevailing VAT rate at the time of making the payment.
- In the circumstances where members having extreme scenarios (such as disciplinary inquiries, mental and physical disabilities etc.), reinstatement will be solely made at the discretion of the IESL Council.
- The finalized reinstatement procedure should be issued to every new member registered hereafter and any certificate should be issued after such member reading and accepting the same. Signature needs to be taken as evidence of such acceptance.
- All current members and those who are not in the roll needs to be well informed, with a grace period allowed for settling the dues.
- Further, importantly, a unique number (ID number, Passport Number etc.) for each member was proposed to be used to identify the members in the MMS for administrative purposes.

Every member to be reinstated should comply with following **Mandatory Requirements.**

- The member himself should make a written request to the CEO/ES, along with reasons for not paying subscriptions and with a commitment on how many years he has not paid or the fact that such payment particulars are not available.
- Sign and submit the application and declaration, which will be modified to include the statement "I am aware that my membership will be revoked from the day reinstatement was granted, if any of the above statements is found to be false." The modified form is annexed.

- Submit the original Membership Certificate to IESL so that a certified copy could be maintained at IESL or could be cancelled in case of a fresh membership number is issued.
- Submit a detailed resume (or CV) including all particulars of his/her employment, along with any letters received from the employers.
- Submit the CPD record for the period during which the membership has been lapsed.
- Submit any other documents received from IESL.

IESL will circulate the names of all applicants for reinstatement among the membership for one month before recommending the names to Council.

**Note 03 :**

In the case of Corporate Members whose membership had lapsed due to non –payment of membership subscriptions for more than 3 years, the candidate will, normally not be required to sit the 'B' Paper nor submit the documents required for normal route PR applicants. However, the applicants will be required to submit the following:

1. An application for re-admission to the same grade of membership as earlier, supported by four corporate members of IESL
2. A current CV
3. A report of 1500 – 2000 words demonstrating the maintaining of the competences 3, 4, 5 that are evaluated for the corporate membership
4. Receipt for the payment of the appropriate fee for the assessment.

If the evaluators are unable to make a decision based on the documents submitted, the candidate may be required to appear for an interview and/or submit more documentation.

**Other Classes of Membership**

**Student Members:** Membership will be reinstated after verifying the status of the studentship on production of evidence of continued enrolment in the study program.

**Affiliate Members:** The procedure will be similar to the Associate Members.

**Associates and Companions:** The procedure will be similar to the Associate Members.

## THE INSTITUTION OF ENGINEERS, SRI LANKA

### APPLICATION FOR THE REINSTATEMENT OF MEMBERSHIP

#### APPLICANT'S INFORMATION TO BE FILLED BY THE APPLICANT

|   |         |  |  |
|---|---------|--|--|
| Name with Initials:   |         | NIC Number:  |  |
| Names Denoted by Initials:  |         |  |  |
| Membership Number:  |         | Eng. Discipline:   |  |
| Phone:  | E-mail: | Fax:   |  |
| Was there a change in your postal address? : Yes <input type="checkbox"/> No <input type="checkbox"/>   |         | If yes, the Year <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> |  |
| Present Address:  |         |  |  |
| The years for which subscriptions have not been paid: From <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> to <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>                                 |         |  |  |
| State by ticking the appropriate cage, the reasons for not paying the past subscriptions:   |         |  |  |
| I did not receive the subscription notices  |         | <input type="checkbox"/>   |  |
| I was working overseas  |         | <input type="checkbox"/>   |  |
| Other (Please state the reason)   |         | <input type="checkbox"/>   |  |
| .....   |         |  |  |
| I agree to settle all arrears of the subscription fees due from me along with any other dues including the subscription fee for the current year.   |         |  |  |
| <b>I DECLARE THAT I HAVE NEVER VIOLATED THE CODE OF ETHICS OF THE INSTITUTION OF ENGINEERS, SRI LANKA AND THAT I HAVE NEVER BEEN CONVICTED OF ANY OFFENCE BY EITHER A COURT OF LAW OR BY ANY OTHER INSTITUTION. I WOULD REQUEST THAT MY MEMBERSHIP BE REINSTATED.</b> |         |  |  |
| <b>I AM AWARE THAT MY MEMBERSHIP WILL BE REVOKED FROM THE DAY REINSTATEMENT WAS GRANTED, IF ANY OF THE ABOVE STATEMENTS IS FOUND TO BE FALSE.</b>   |         |  |  |
| I confirm that the information furnished above is true and accurate.  |         |  |  |
| Signature of applicant:   |         | Date:  |  |
| <b>FOR OFFICE USE</b>   |         |  |  |
| Receipt Number:   |         | Amount paid:   |  |
| Signature of cashier:   |         | Date:  |  |