

# REGISTRATION FORM



Please register me for the Diploma in Estate Agency Course Part 1 / Part 2. My particulars are as follows:

NAME (IN BLOCK).....  
 ADDRESS.....  
 TEL NO..... D.O.B.....  
 NRIC NO.....  
 NAME OF FIRM.....  
 ADDRESS OF FIRM.....  
 DESIGNATION..... H/P.....  
 TEL NO..... FAX NO.....

I ENCLOSE HERE WITH THE FOLLOWING:

1. A crossed cheque/draft no .....for the sum of RM..... made payable to **G. INSTITUTE OF REAL ESTATE** as registration and first month's fee.
2. Two copies of my latest IC color photos.
3. A photocopy of my NRIC front and back.
4. A certified copy of my MCE/SPM certificates.
5. Certified copies of others certificates (if available) such as .....

Signature. .... Date .....

Please return the completed form to:

**G. INSTITUTE OF REAL ESTATE** (498004-A)

Suite 801 & 802, Block B, Phileo Damansara 2  
 15 Jalan 16/11 Off Jalan Damansara  
 46350 Petaling Jaya, Selangor Darul Ehsan.  
 Tel: - 03- 7660 1652/53/82 Fax: - 03-7660 1683  
 Email: [khatijah@myginstitute.com](mailto:khatijah@myginstitute.com)

**G. INSTITUTE OF REAL ESTATE- MALAYSIA'S  
 PIONEER INSTITUTE IN PREPARING CANDIDATES  
 FOR A SUCCESSFUL & REWARDING CAREER  
 IN REAL ESTATE**

**G. INSTITUTE'S DIPLOMA IN ESTATE AGENCY  
 COURSE PUTS INDIVIDUALS IN THE REAL ESTATE  
 PROFESSION AHEAD OF OTHERS**

## ESTATE AGENT'S EXAMINATION

### *PARTS 1 AND PART 2*

The Institute prepares candidates for Part 1 and Part 2 of the Diploma In Estate Agency's Examination set by the Board of Valuer's Appraisers and Estate Agents Malaysia.

## COURSE STRUCTURE

- Part 1 and Part 2
- Classes are conducted as follows:

Tuesday & Thursdays  
 7.00 pm – 9.45 pm

## CERTIFICATE OF ATTENDANCE

This will be awarded for students who successfully complete the course from G. Institute.

## ENTRY REQUIREMENTS

### *PART 1*

Candidates must satisfy the Board of Values, Appraisers and Estate Agents that they:

- Are not less 17 years of age.
- Possess MCE/SPM with at least 3 credits and 2 passes. They should have either one credit in Mathematics, Science, Accounting or Commerce.

### *PART 2*

Candidates must:

- Show proof that they have passed all the Part 1 subjects of the examination.

## PASSING REQUIREMENTS

- Students must have minimum 80% attendance at all scheduled classes for the term.
- Students' assessment is based on grades for the class participation, written assignment and test.
- A candidate may take all or at least two of six subjects in the respective part at one sitting and are given credits for the subject passed which shall lapse at the end of the third year.
- A pass in all six subjects in part 1 makes the candidate eligible for Part 2.
- Candidates must take the Part 2 examination not later than 5 years after passing all the subjects in Part 1 examinations
- A pass in all the six subject in Part 2 makes the candidates eligible for the Test of Professional Competence.

## FEE STRUCTURE

- Fees paid are not refundable.

Part 1		Part 2	
Registration	RM 100.00	Registration	RM 100.00
First month	RM 1,800.00	First month	RM 1,800.00
2 <sup>nd</sup> Month	RM 600.00	2 <sup>nd</sup> Month	RM 600.00
3 <sup>rd</sup> Month	RM 600.00	3 <sup>rd</sup> Month	RM 600.00
4 <sup>th</sup> Month	RM 600.00	4 <sup>th</sup> Month	RM 600.00
5 <sup>th</sup> Month	RM 600.00	5 <sup>th</sup> Month	RM 600.00
<b>Total</b>	<b>RM 4,300.00</b>	<b>Total</b>	<b>RM 4,300.00</b>

- Should the candidates decide to withdraw from the course at any time, fees are still due and payable in full.
- Fee amount are subjected to alteration with each intake.

## EXAMINATION FEES PAYABLE TO THE BOARD

Processing Fee	RM 50.00
Part 1 Written Examination	RM 50.00 Per Subject
Part 2 Written Examination	RM 50.00 Per Subject
Test of Professional Competence	RM 100.00

## COURSE MATERIALS

- Course materials and notes will be provided.

## COURSE LECTURES

Teams of highly qualified and competent practicing professionals who are leaders in their respective fields conduct the course. Students will be taught through lectures, seminars, tutorials and practical classes with case studies and are encouraged to participate in practical sessions.

## COURSE OUTLINE

### *PART 1*

#### 1. PRINCIPLES OF ACCOUNTING

The study of the whole accounting process essential for the running of an estate agency practice.

#### 2. BUILDING TECHNOLOGY I

General appreciation of the modern building construction industry including its functions and building materials used.

#### 3. PRINCIPLES OF ECONOMICS

Introduction to economic theory and solutions to economic problems, together with the economic system and the framework of social institutions within which it operates.

#### 4. PRINCIPLES AND PRACTICES OF MARKETING

A comprehensive understanding of the principles of the marketing, market tools, research and current market forces and trends.

#### 5. INTRODUCTION TO LAW

Gives a good understanding of the legal environment essential to commercial transactions, which includes contract and agency.

#### 6. PROPERTY TAXATION

Covers the general structure and administration of taxation on properties as well as how the Malaysian tax legislation works.

### *PART 2*

#### BUILDING TECHNOLOGY II

A more detailed study of the construction industry and understanding the building regulations, by-laws and code of practice.

#### ESTATE AGENCY LAW

A comprehensive study of the key regulatory factors such as The Valuers, Appraisers and Estate Agents Act 1981(Act 242), The Rules, The Guidelines and Practices Standard which are the foundation upon which the real estate profession practices.

#### LAW RELATING TO PROPERTY

An in-depth study of regulations and guidelines relating to the sale, purchase, rent, lease of property in Malaysia, the right and powers of State Authority, disposal of land, conditions and restrictions in interest

#### REAL ESTATE AGENCY PRACTICES

A comprehensive understanding of the practical aspect of the real estate profession, the types and sources listing, the role of an estate agents and the management of a real estate agency practice.

#### PRINCIPLES OF VALUATION

A detailed study of the types of landed properties and interest existing therein, market value, supply and demand of landed properties, property investment and methods of valuation.

#### LAND ECONOMICS

Application of the relationship of people to the utilization and distribution of land and creation of real estate products and application of the techniques of economic analysis to solving economic problems.

# WINNING EDGE IN REAL ESTATE SELLING BE A PROFESSIONAL ESTATE AGENT

## ENROL AT



## G. INSTITUTE OF REAL ESTATE

G. INSTITUTE OF REAL ESTATE  
(498004-A)

Suite 801 & 802, Block B, Phileo Damansara 2,  
15 Jalan 16/11 Off Jalan Damansara  
46350 Petaling Jaya, Selangor Darul Ehsan.

Tel: - 03 - 7660 1652/53/82

Fax: - 03-76601683

Email: [khatijah@myginstitute.com](mailto:khatijah@myginstitute.com)