REGULATIONS MADE IN TERMS OF

Architects’ and Quantity Surveyors’
Act 13 of 1979
section 18

General Regulations
Government Notice AG 91 of 1981
(OG 4508)
came into force on date of publication: 12 August 1981

The Government Notice which publishes these regulations notes that they apply to the prescribed minimum fees which shall be chargeable by a quantity surveyor for his professional services.

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Definitions

1. (1) In these regulations, unless the context indicates otherwise, any expression or word to which a meaning has been assigned in the Act, shall bear the same meaning and -

“president” means the President of the South West African Council for Architects and Quantity Surveyors;

“the Act” means the Architects and Quantity Surveyors’ Act, 1979 (Act 13 of 1979).

Meetings of the council

2. (1) Subject to the provisions of subregulation (2) all meetings of the council shall be held at such times and places as may be fixed by the council: Provided that the council shall meet at least once in every year: Provided further that, if at the close of any meeting the council has not fixed the time and place for its next meeting, such time and place shall be determined by the president.

(2) The president may, at any time, call a meeting of the council to be held at such time and place as he may determine.

(3) The president shall, upon a written and motivated request, signed by not less than four members of the council, call a meeting thereof to be held within four weeks after the date of receipt of such request, at such time and place as he may determine.

(4) A notice in writing, together with the agenda, shall be forwarded to every member of the council at his registered address not less than two weeks before the date of the meeting.

(5) Only such business as is on the agenda shall be discussed at a council meeting, unless the council unanimously resolves otherwise.

(6) The agenda of any meeting shall be prepared by the president in consultation with the registrar.

(7) A majority of all members of the council shall form a quorum for any meeting of the council.

(8) Any member of the council having a personal or professional interest in a matter discussed at a meeting of the council shall disclose such interest and shall recuse himself if the meeting so resolves.

(9) The decision of a majority of the members of the council present at any meeting of the council, excluding the person presiding, shall constitute a decision of the council, except that in the event of an equality of votes in regard to any matter, the person presiding at the meeting in question shall have a casting vote but not a deliberative vote.

(10) The procedure at meetings of the committees established by the council in terms of section 10(1) of the Act shall be mutatis mutandis as set out for the meetings of the council.
Register of architects and architects-in-training and quantity surveyors and quantity surveyors-in-training

3. (1) The register referred to in section 7(2) of the Act shall contain the full name, address, qualifications and date of registration of any person in respect of whom a registration certificate has been issued under section 11(2), 11(4) or 11(5) of the Act.

(2) The particulars referred to in subregulation (1) shall be entered in the register only upon payment of the prescribed fee under section 7(1)(h) of the Act.

(3) The date of registration referred to in subregulation (1) shall be the date which appears on the certificate of registration issued to him under the Act.

(4) The registrar shall keep the register correctly and, in accordance with the provisions of the Act, shall remove therefrom the name of any architect or architect-in-training or quantity surveyor or quantity surveyor-in-training who has died or whose registration has been cancelled or has lapsed in terms of section 11(8) or 11(9) of the Act or who has been suspended from his profession under section 15(1) thereof by reason of improper conduct or under section 17(2) thereof by reason of mental disability, and shall, from time to time make the necessary alterations or additions.

(5) No particulars in regard to any degree, diploma or certificate shall be entered in the register unless the council is satisfied that the person claiming to possess such degree, diploma or certificate is entitled thereto.

(6) Any entry which is proved to the satisfaction of the council to have been made in error or through fraudulent misrepresentation or under circumstances not tenable in law shall be deleted from the register.

(7) Whenever any entry in respect of any person has been deleted under authority of the council, the registrar shall notify the person concerned in writing thereof at his last known address within seven days after such deletion.

[The word “in” in the phrase “entry in respect of any person” is misspelt in the Official Gazette, as reproduced above.]

(8) Any certificate of registration issued under section 11 of the Act shall be deemed to be cancelled from the date upon which the relative registration has been cancelled by the council under the Act or has lapsed under section 11(9) thereof.

(9) The register shall be kept in the office of the council and the registrar may from time to time cause copies of the register to be printed and published.

(10) The registrar shall issue a duplicate registration certificate to any registered person or a certified extract from the register to any person upon payment of such fees and subject to such conditions as the council may from time to time prescribe.

Code of professional conduct applicable to architects and architects-in-training

4. (1) An architect or, where applicable, an architect-in-training shall, in carrying on his profession, comply with the following rules -

(a) he shall, in the performance of his functions, have full regard for the public interest;
(b) he shall order his conduct so as to uphold the dignity, standing and reputation of his profession;

(c) he shall not conduct himself dishonourably in connection with the work performed by him as an architect;

(d) he shall not conduct himself in such a manner as to bring discredit upon his profession;

(e) he shall order his conduct in connection with architectural work outside the borders of the territory in accordance with these regulations: Provided that where there are recognised standards of professional conduct in a country outside the territory he shall adhere to those standards;

(f) he shall not maliciously or recklessly injure, whether directly or indirectly, the professional reputation, professional prospects or business of any other architect;

(g) he shall discharge his duties to his employer or client in an efficient and competent manner with complete fidelity, without undue delay and with full regard to public safety;

(h) subject to paragraph (i) he shall not -

(i) engage or participate in any of the building trades, except in his capacity as the owner or part owner of a building to be or being erected;

(ii) serve as an employee or a director of or in any other like capacity in any company, firm or undertaking carrying on any contracting, supplying or manufacturing business involved in building or construction work;

(iii) either personally or through the agency of any other person, have any financial interest in any company, firm or undertaking carrying on any contracting, supplying or manufacturing business involved in building or construction work: Provided that nothing herein contained shall prevent him from investing in the stocks and shares of any public company whose stocks and shares are quoted on a licensed stock exchange;

(i) he shall, whilst serving as an employee or as a director or in any other like capacity in any company, firm or undertaking carrying on any contracting, supplying or manufacturing business connected with building or construction work, or whilst having a financial interest in any such company, firm or undertaking other than a public company complying with the proviso to paragraph (h)(iii) -

(i) not do or hold himself out to do the work of an architect whether from remuneration or otherwise, except directly and only for such company, firm or undertaking;

(ii) not hold himself out to be in private practice as an architect or to be in a position to give independent advice on matters of contract, pricing or costs;

(iii) ensure that his name and professional designation are not used in brochures or advertisements issued by such company, firm or undertaking or by any
other means in a manner which states or implies that an independent architectural service can be provided;

(j) he shall not use the advantages of a salaried position to compete unfairly with other architects;

(k) he shall not issue any drawings or specifications or professional documents in respect of work performed by himself or by some person in his employ or by any member or employee of the company of which he is a member, unless they bear his name or the name of his firm or the name of the company of which he is a member;

(l) he shall not sign as an architect or otherwise identify as having been issued by him, any building plan or other document of which he or his firm or a member or employee of the company of which he is a member is not the bona fide author;

(m) he shall not take part in any architectural competition, limited or otherwise, within the territory, unless the conditions have been submitted to and approved by the council;

(n) he shall not attempt in any way to secure work for which a competition has been instituted, except as a competitor and in accordance with the conditions of such competition;

(o) he shall not attempt to influence, directly or indirectly, the award in a competition;

(p) he shall not act as an architect or joint architect for any work in respect of which he or his partner or a member of the company of which he is also a member has been nominated as assessor or has accepted the assessorship of any architectural competition or has acted as assessor or adjudicator for such competition, unless the council consents to his appointment as architect or joint architect for such work;

(q) he shall not review the work of another architect or the work of a company of which he is not a member for the same client except with the knowledge of such architect or company unless the engagement of such architect or company for the work which is being reviewed has been terminated;

(r) he shall not knowingly undertake a commission while a claim for compensation of an architect previously employed on that commission and whose employment has been terminated remains unsatisfied, without first notifying the council and the architect previously employed;

(s) he shall not undertake or offer to undertake a commission for remuneration less than the fees prescribed under the Act without obtaining the prior consent of the council;

(t) he shall not obtain or attempt to obtain architectural work by means of offering or paying a monetary or other valuable consideration or inducement;

(u) he shall not receive directly or indirectly any royalty, gratuity, commission or other remuneration or any article or process used in or for the purposes of the work in respect of which he is employed unless or until he has notified his employer or client, in writing, of such royalty, gratuity, commission or other remuneration;
(v) he shall neither personally nor through the agency of any other person, whether or not such person is in his employ, canvass nor solicit professional employment nor offer to make, by way of commission or otherwise, payment for the obtaining of such employment;

(w) he shall not prepare or submit either directly or indirectly any building plans or schemes for projects or similar documents for which he or his firm or the company of which he is a member has not been professionally engaged;

(x) he shall not advertise or issue circulars or letters to any person or body other than those with whom a business relationship exists, in a manner calculated to attract clients: Provided that he shall not be debarred from taking part by invitation in radio or television programmes, films or other public appearances featuring an architect’s work or submitting articles and scripts of his own or another architect’s work to the press in which the work is discussed in a manner generally calculated to further the interests or to promote the study and science of architecture;

(y) he shall not act unfairly against the interests of any party to a building contract;

(z) he shall not knowingly compete for professional work with a fellow practitioner with whom any negotiations are taking place in respect of such work;

(aa) he shall not, in his capacity as an architect in private practice, enter into or dissolve any form of professional partnership or association, nor shall be become a member or cease to be a member of any company without notifying the council;

(bb) he shall not, in his capacity as an architect in private practice, enter into partnership or other association with any person other than an architect or a quantity surveyor in private practice except with the prior approval of the council;

(cc) he shall, within two months after having been instructed, in writing, by the council to do so, dissolve any partnership or other association, or cease to be a member of a company of which he is a member: Provided that the council shall issue such an instruction only if it is satisfied, after due and proper enquiry, that one or more of the other members or employees of the partnership or association or company concerned, who are not registered under section 11 of the Act, have been guilty of an offence which, had they been so registered, would have constituted a contravention of any provision of these regulations;

(dd) he shall display on all the letterheads of his practice or firm or the company of which he is a member, the name or names of the principal or principals and all the partners or directors thereof and shall describe the services rendered by the firm or company in a factual manner and related only to the professional work of the professional disciplines represented in the firm or company;

(ee) he shall not use a name with any misleading content for the title and style or name of his firm or of his firm in association with another firm or of the company of which he is a member, nor shall he use any name other than his personal name or names for such title and style or name without the approval of the council: Provided that such title and style or name may include the name of a person of whom he is the bona fide successor in title;

(ff) he shall not perform the work of an architect in private practice within the borders of the territory unless he shall maintain an office within the borders of the territory;
(gg) he shall not maintain any office for the purpose of there carrying on the work of an architect in private practice unless such office shall be under the continual, direct and personal supervision of a registered architect, nor shall he indicate by any means whatsoever that his practice as an architect extends to any office other than the one complying with the terms of this paragraph;

(hh) he shall notify the council without delay of any change of address or employment;

(ii) if he has acted in a consultative capacity in respect of a project for which another architect was employed and whose services were subsequently dispensed with, he shall not undertake such project himself without the consent of the council;

(jj) he shall not wilfully destroy or fail, without a satisfactory reason, to produce original drawings and any other documentary evidence necessary for the verification of his work until three years after the final completion of the contract and settlement of all accounts;

(kk) he shall not engage or act in private practice as an architect under the style of a company or through the medium of a company or practice in association with a company purporting to do work which has been prescribed under section 7(3)(b) of the Act, unless -

(i) the company is a private company limited by shares and incorporated under the Companies Act, 1973, the memorandum of association of which shall contain -

(aa) a provision to the effect that the directors and former directors of the company shall be liable, jointly and severally, together with the company, for such debts and liabilities of the company as are, or were, contracted during their periods of office;

(bb) subject to paragraph (dd) the name of the company with the word "incorporated" as the last part of its name;

(cc) a provision to the effect that the company is established for the purpose of carrying out the work of an architect or any work incidental thereto and such work only: Provided that the -

(i) the work aforesaid may include the work of a quantity surveyor and any other work approved by the council;

(ii) the company shall not carry out the work of an architect unless at least one of its members is an architect;

(ii) the articles of the company shall contain provisions to the effect that -

(aa) the members of the company shall be natural persons only who are architects registered under the Act: Provided that -

(i) the members may include quantity surveyors registered under the Act and any other person approved by the council; and
(ii) in the event of the death of a member or in the event of his ceasing to be qualified as a member for any reason, any shares in the company held by such member prior thereto may continue to be held by him or his estate for such period as the council may determine but the voting rights attached to such shares shall, during such period, be exercised by a member of the company nominated in writing by the deceased or disqualified member prior to his death or disqualification or, failing such nomination, by the chairman for the time being of the company, who shall be deemed to have been so nominated;

(bb) every director of the company shall be a member thereof and every member, whether a director or not, shall be the beneficial owner of the shares registered in his name;

(cc) in the event of the death of a member or in the case of his ceasing to be qualified as a member for any reason, the remaining directors shall take steps to ensure that the provisions of subparagraph (ii)(aa) are complied with within the period determined by the council;

(2) Any act done by or on behalf of a company by any member or employee thereof which would constitute improper conduct if done by an architect shall be deemed to have been done by each member of the company who is an architect unless it is proved that he did not knowingly take part in the commission of the act and could not have prevented it.

(3) No architect shall be permitted to do anything through a company which he would not be permitted to do otherwise.

**Code of professional conduct applicable to quantity surveyors and quantity surveyors-in-training**

5. (1) A quantity surveyor or, where applicable, a quantity surveyor-in-training, shall in carrying on his profession, comply with the following rules -

(a) he shall, in the performance of his functions, have full regard for the public interest;

(b) he shall order his conduct so as to uphold the dignity, standing and reputation of his profession;

(c) he shall not conduct himself dishonourably in connection with the work performed by him as a quantity surveyor;

(d) he shall not conduct himself in such a manner as to bring discredit upon his profession;

(e) he shall order his conduct in connection with quantity surveying work outside the borders of the territory in accordance with these regulations: Provided that where there are recognised standards of professional conduct in a country outside the territory, he shall adhere to those standards;

(f) he shall not undertake work of a quantity surveying nature for the execution of which his training and experience have not rendered him competent;
(g) he shall not maliciously or recklessly injure, whether directly or indirectly, the professional reputation, professional prospects or business of any other quantity surveyor;

(h) he shall discharge his duties to his employer or client in an efficient and competent manner with complete fidelity and without undue delay;

(i) subject to paragraph (j), he shall not-

   (i) engage or participate in any of the building trades, except in his capacity as the owner or part owner of a building to be or being erected;

   (ii) serve as an employee or a director of or in any other like capacity in any company, firm or undertaking carrying on any contracting, supplying or manufacturing business involved in building or construction work;

   (iii) either personally or through the agency of any other person, have any financial interest in any company, firm or undertaking carrying on any contracting, supplying or manufacturing business involved in building or construction work: Provided that nothing herein contained shall prevent him from investing in the stocks and shares of any public company whose stocks and shares are quoted on a licensed stocks exchange;

(j) he shall, whilst serving as an employee or as a director or in any other like capacity in any company, firm or undertaking carrying on any contracting, supplying or manufacturing business involved in building or construction work, or whilst having a financial interest in any such company, firm or undertaking other than a public company complying with the proviso to paragraph (i)(iii) -

   (i) not do or hold himself out to do the work of a quantity surveyor whether for remuneration or otherwise, except directly and only for such company, firm or undertaking;

   (ii) not hold himself out to be in private practice as a quantity surveyor or to be in a position to give independent advice on matters of contract, pricing or costs;

   (iii) ensure that his name and professional designation are not used in brochures or advertisements issued by such company, firm or undertaking or by any other means in a manner which states or implies that an independent quantity surveying service can be provided;

(k) he shall not use the advantages of a salaried position to compete unfairly with other quantity surveyors;

(l) he shall not issue any bills of quantities, specifications, final accounts, certificates or professional documents in respect of work performed by himself or by some person in his employ or by any member or employee of the company of which he is a member unless they bear his name or the name of his firm or the name of the company of which he is a member;

(m) he shall not sign as quantity surveyor or otherwise identify as having been issued by him any bills of quantities or other documents of which he or his firm or an employee of the company of which he is a member is not the bona fide author;
(n) he shall not review the work of another quantity surveyor or the work of a company of which he is not a member for the same client except with the knowledge of such quantity surveyor or company unless the engagement of such quantity surveyor or company for the work which is being reviewed has been terminated;

(o) he shall not knowingly undertake a commission while a claim for compensation of a quantity surveyor previously employed on that commission and whose employment has been terminated remains unsatisfied, without first notifying the council and the quantity surveyor previously employed;

(p) he shall not undertake or offer to undertake a commission for remuneration less than the fees prescribed under the Act without obtaining the prior consent of the council;

(q) he shall not obtain or attempt to obtain quantity surveying work by means of offering or paying a monetary or other valuable consideration or inducement;

(r) he shall not receive directly or indirectly any royalty, gratuity, commission or other remuneration on any article or process used in or for the purposes of the work in respect of which he is employed unless or until he has notified his employer or client in writing of such royalty, gratuity, commission or other remuneration;

(s) he shall neither personally nor through the agency of any other person, whether or not such person is in his employ, canvass nor solicit professional employment nor offer to make, by way of such commission or otherwise, payment for the obtaining of such employment;

(t) he shall not prepare or submit either directly or indirectly bills of quantities, estimates of cost, feasibility studies or similar documents for which he or his firm or the company of which he is a member has not been professionally engaged;

(u) he shall not advertise or issue circulars or letters to any person or body other than those with whom a business relationship exists, in a manner calculated to attract clients: Provided that he shall not be debarred from taking part by invitation in radio or television programmes, films or other appearances featuring quantity surveying work or submitting articles and scripts of his own or another quantity surveyor’s work to the press in which the work is discussed in a manner generally calculated to further the interests or to promote the study and science of quantity surveying:

(v) he shall not act unfairly against the interests of any part to a building contract;

(w) he shall not knowingly compete for professional work with a fellow practitioner with whom any negotiations are taking place in respect of such work;

(x) he shall not, in his capacity as a quantity surveyor in private practice, enter into or dissolve any form of professional partnership or association, nor shall he become a member or cease to be a member of any company without notifying the council;

(y) he shall not, in his capacity as a quantity surveyor in private practice, enter into partnership or other association with any person other than a quantity surveyor or architect in private practice, except with the prior consent of the council;
(z) he shall, within two months after having been instructed in writing by the council to do so, dissolve any partnership or other association or cease to be a member of a company of which he is a member: Provided that the council shall issue such an instruction only if it is satisfied, after due and proper enquiry, that one or more of the other members or employees of the partnership or association or company concerned, who are not registered under section 11 of the Act, have been guilty of an offence which, had they been so registered, would have constituted a contravention of any provision of these regulations;

(aa) he shall display on all the letterheads of his practice or the firm or the company of which he is a member, the name or names of the principal or principals and all the partners or directors thereof and shall describe the services rendered by the firm or company in a factual manner and related only to the professional work of the professional disciplines represented in the firm or company;

(bb) he shall not use a name with any misleading content for the title and style or name of his firm or of his firm in association with another firm or of the company of which he is a member, nor shall he use any name other than his personal name or names for such title and style without the approval of the council: Provided that such title and style or name may include the name of a person of whom he is the bona fide successor in title;

(cc) he shall not perform the work of a quantity surveyor in private practice within the borders of the territory unless he shall maintain an office within the borders of the territory;

(dd) he shall not maintain any office for the purpose of there carrying on the work of a quantity surveyor in private practice unless such office shall be under the continual, direct and personal supervision of a registered quantity surveyor, nor shall he indicate, by any means whatsoever, that his practice as a quantity surveyor extends to any office other than one complying with the terms of this paragraph;

(ee) he shall notify the council without delay of any change of address or employment;

(ff) he shall not wilfully destroy or fail, without a satisfactory reason, to produce original dimensions and any other documentary evidence necessary for the verification of his work until three years after the final completion of the contract and settlement of all accounts;

(gg) he shall not engage or act in private practice as a quantity surveyor under the style of a company or through the medium of a company or practice in association with a company purporting to do work which has been prescribed under section 7(3)(b) of the Act, unless -

(i) the company is a private company limited by shares incorporated under the Companies Act, 1973, the memorandum of association of which shall contain -

(aa) provision to the effect that the directors and former directors of the company shall be liable, jointly and severally, together with the company, for such debts and liabilities of the company as are, or were, contracted during their periods of office;
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(bb) subject to paragraph (z), the name of the company with the word “Incorporated” as the last part of its name;

(cc) a provision to the effect that the company is established for the purpose of carrying out the work of a quantity surveyor or any work incidental thereto and such work only: Provided that -

(i) the work aforesaid may include the work of an architect or other work approved by the council;

(ii) the company shall not carry out the work of a quantity surveyor unless at least one of its members is a quantity surveyor;

(ii) the articles of the company shall contain provisions to the effect that -

(aa) the members of the company shall be natural persons only who are quantity surveyors registered under the Act: Provided that -

(i) the members may include architects registered under the Act and any other person approved by the council; and

(ii) in the event of the death of a member or in the event of his ceasing to be qualified as a member for any reason, any shares in the company held by such member prior thereto may continue to be held by him or his estate for such period as the council may determine but voting rights attaching to such shares shall during such period, be exercised by a member of the company nominated in writing by the deceased or disqualified member prior to his death or disqualification or, failing such nomination, by the chairman for the time being of the company, who shall be deemed to have been so nominated;

(bb) every director of the company shall be a member thereof and every member whether a director or not, shall be the beneficial owner of the shares registered in his name;

(cc) in the event of the death of a member or in the event of his ceasing to be qualified as a member for any reason, the remaining directors shall take steps to ensure that the provisions of subparagraph (ii)(aa) are complied with within the period determined by the council.

(2) Any act done by, or on behalf of the company through any member or employee thereof which would constitute improper conduct if done by a quantity surveyor shall be deemed to have been done by each member of the company who is a quantity surveyor, unless it is proved that he did not knowingly take part in the commission of the act and could not have prevented it.

(3) No quantity surveyor shall be allowed to do anything through a company which he would not be allowed to do otherwise.

Enquiry into the conduct of an architect or architect-in-training or a quantity surveyor or a quantity surveyor-in-training
6. (1) In respect of an enquiry into a case of improper conduct under section 15(1) of the Act, the council may require any person making an allegation of improper conduct to file further particulars of any matter complained of and may require the complaint or any part thereof to be verified by affidavit.

(2) If the council deems it necessary to give further consideration to the complaint, it shall furnish the person against whom the allegation of improper conduct has been made with a statement of the complaint and call upon him to reply thereto within 14 days or such longer time as the council may, in its discretion, allow.

(3) If, after due consideration of the matter or matters complained of, the council deems it necessary to institute an enquiry into the conduct of the architect or quantity surveyor or architect-in-training or quantity surveyor-in-training complained of, he shall be duly charged within a reasonable time with the alleged improper conduct.

(4) The council shall set down the date and time for the enquiry and shall give the person charged at least 14 days notice thereof.

(5) An architect or quantity surveyor or architect-in-training or quantity surveyor-in-training against whom a complaint is lodged shall be entitled to appear by himself or to be represented by some other person duly authorised, in writing, on his behalf and to produce evidence, call and examine witnesses on his behalf and cross-examine other witnesses.

(6) Verbal evidence shall be taken on oath or on affirmation administered by the president and shall be recorded in such manner as the council may determine.

(7) The council, after having enquired into the alleged improper conduct of an architect or quantity surveyor or architect-in-training or quantity surveyor-in-training, may -

(a) take no further action; or

(b) impose a punishment provided for under regulation 7 of these regulations; and

(c) make such order as to the costs incurred in connection with the enquiry as it may deem fit.

(8) Any enquiry that is commenced during the tenure of once of a council shall continue until its completion by that council, and its president shall continue to preside notwithstanding that a new council and president may have been elected after the commencement of such enquiry and before the enquiry is concluded.

(9) The finding of the council may be made public in part or in full at the discretion of the council.

Punishments which may be imposed in respect of improper conduct and offences

7. (1) Any person registered as an architect or a quantity surveyor or an architect-in-training or a quantity surveyor-in-training who, after an enquiry by the council as laid down in section 15 of the Act and these regulations, has been found guilty of improper conduct or conduct which, in the opinion of the council, constitutes improper conduct or any person referred to in section 14(2) or 14(3) of the Act who has been convicted by a court of law of any offence shall, subject to the provisions of section 15(J) of the Act, be liable to one or more of the following punishments -
(a) reprimand;
(b) caution;
(c) a fine not exceeding two thousand rand;
(d) suspension, for a specified period, from practicing as an architect or a quantity surveyor as the case may be, in private practice;
(e) temporary or permanent disqualification from registration.

Repeal of regulations