



Board of Architects Malaysia Online Stakeholder System

LAM-BOS System



Introduction: LAM-BOS System

The LAM-BOS System is designed to assist LAM, as the stakeholder, in efficiently managing ACP's fees through four essential processes:

- **Project Registration**

Submitting the project registration request, which formalizes LAM's role as a stakeholder, for LAM's approval.

- **Project Revision**

Submitting project revisions to LAM

- **Project Claim**

Processing invoices issued by ACP to clients, based on copies submitted to LAM, followed by LAM receiving payment from the client. LAM will then disburse the fees to ACP after deducting the management charge.

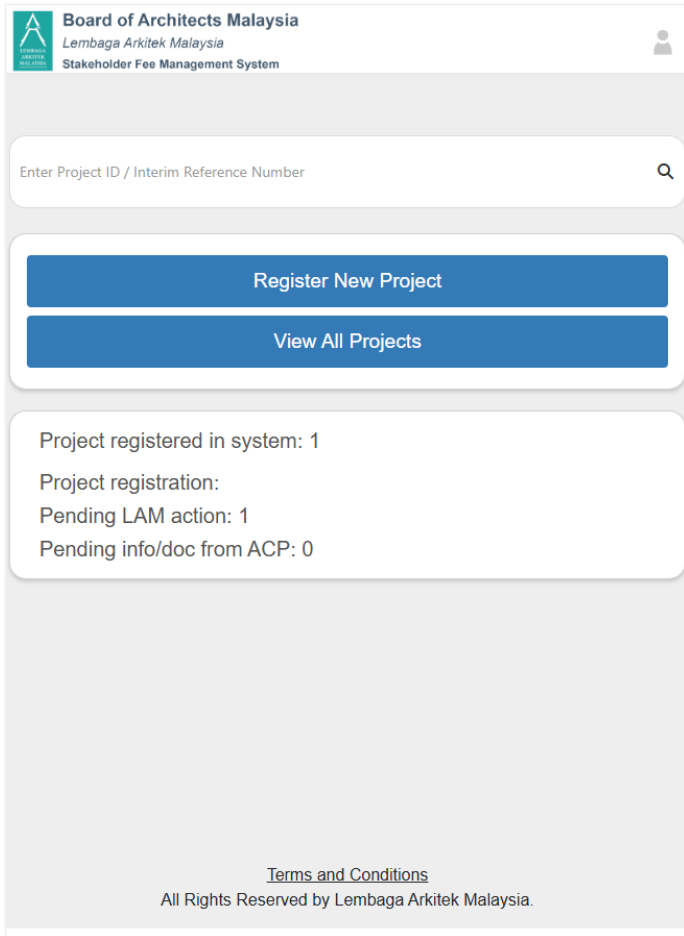
- **Project Completion**

Submitting the project completion form and a copy of the final invoice to LAM for processing. Once this process is completed, the project will be closed.

Glossary:

- LAM (Lembaga Arkitek Malaysia) - The Board of Architects Malaysia, the statutory authority responsible for enforcing the Architects Act 1967.
- ACP (Architectural Consultancy Practice) - A sole proprietorship, partnership, or body corporate incorporated under the Companies Act 1965 [Act 125], providing architectural consultancy services and registered by the Board of Architects under section 7A or 7B of the Architects Act 1967.
- Client - Any party contracting with ACP for the provision of architectural consultancy services.

LAM-BOS System Key Features



The screenshot shows the LAM-BOS System Login Page. At the top, there is a header with the Board of Architects Malaysia logo and name, and a user profile icon. Below the header is a search bar with the placeholder text 'Enter Project ID / Interim Reference Number' and a magnifying glass icon. Under the search bar are two blue buttons: 'Register New Project' and 'View All Projects'. Below these buttons is a white box containing the following text: 'Project registered in system: 1', 'Project registration:', 'Pending LAM action: 1', and 'Pending info/doc from ACP: 0'. At the bottom of the page, there is a link for 'Terms and Conditions' and a footer stating 'All Rights Reserved by Lembaga Arkitek Malaysia.'

LAM-BOS System Login Page



Seamless Access - Web and Mobile Friendly

Easily accessible on both web browsers and mobile devices for user convenience.

Real-Time Notifications

Enhances transparency and accountability with automatic email alerts for project updates.

Comprehensive Audit Trail

Tracks and logs all system changes for security and accountability.

Data privacy – Role-Based Access

Users (LAM, ACP, Clients) have role-specific access to ensure confidentiality and control.

Secure Project Passcode

A project-level passcode restricts access, ensuring only authorized ACP personnel can view relevant data.

Enhanced Security – One Time Password (OTP)

Critical actions (e.g., password changes, project revisions) require OTP authentication to prevent unauthorized access.

Reliable Cloud Hosting

Hosted on Microsoft Azure with PwC-managed infrastructure for robust security and performance.

Key Processes

1. Project Registration

Board of Architects Malaysia

Lembaga Arkitek Malaysia

Stakeholder Fee Management System

Home

User

Create Project

Hide Sections

Project

Architect

Client

Payment Schedule

Attachment (s)

Project Account

Actions

Project Information

Project T

Project I

Project

Status *

Draft

Schedule Type *

Stage of Work per Architect Scale of Minimum Fees

☐ Other payment schedule

Search...

Ref	Stage of Consultancy Service	Fee %	Gross
SD	Schematic Design Phase	15	RM0.00
DD	Design Development Phase	30	RM0.00
CD	Contract Documentation Phase	25	RM0.00
CIM	Contract Implementation and Management Phase	25	RM0.00
FC	Final Completion Phase	5	RM0.00
Sum: 100%		Sum: RM0	

LAM-BOS System Project Creation Page

1. Comprehensive Project Details

The registration form captures key information, including project details, architect, client, payment schedule, attachments, and project bank account.

2. Submission Requirements

ACP must provide project, architect, and client details, along with the payment schedule, and submit the signed registration form to LAM for approval.

3. Signature Requirement

The registration form must be signed by both ACP and the client before submission.

4. Flexible Payment Schedule

By default, the payment schedule follows the Architect's Scale of Minimum Fees but can be customized by ACP to align with client agreements.

2. Project Revision

Professional Fee (RM)

200,000.00

1.2 Architect Information

Name of Architectural Consultancy Practice (ACP)

Robin Scherbatsky Architecture

ACP Registration No.

PWC 104

ACP GST Registration status

Active

Mailing address

Address Line 1

Jalan 1a/5

Address Line 2

Puncak Alam

City / Town

Shah Alam

State

Selangor

Postcode

52100

Revision History

	Created Date	Status	Description	File Name	Created By	
⬇	22/07/2020	In Progress		Revision PWC 104 - 00002 - 518216.pdf	PWC 104	...

LAM-BOS System Project Revision History Page

- 1. Direct Updates**

ACP can modify project details directly within the project registration form.
- 2. Visual Change Tracking**

Revised data is automatically highlighted in yellow to indicate modifications.
- 3. Submission & Record-Keeping**

Once updated, the revision form can be submitted to LAM, where it is stored as a system record.
- 4. Secure Submission**

An OTP (One-Time Password) is required to finalize and submit the project revision.

3. Project Claim

Board of Architects Malaysia | Online Stakeholder System
Lembaga Arkitek Malaysia

Claims for Project - PWC 999 - 00002

< Project Hide Sections Audit Trail

0.00 Total Invoice to Date (RM)	0.00 Total Amount Received by LAM (RM)	0.00 Amount Outstanding (RM)
0.00 Management Charges (RM)	0.00 Total Amount Paid to ACP (RM)	

NOTE: Missing project bank information or project status is yet to be accepted & approved by LAM.

▼ Invoices

▼ Payments To Invoice

▼ Payments To ACP

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LAM-BOS System Project Claim Page

1. Claim Submission

ACP submits:

- (a) Invoices for services rendered.
- (b) Proof of payment for invoices sent to LAM.

Once verified, LAM processes the disbursement to ACP after deducting the management charge.

2. Claim Summary Dashboard

The project claim page provides an overview of total invoices, payments, and outstanding amounts.

3. Detailed Records Access

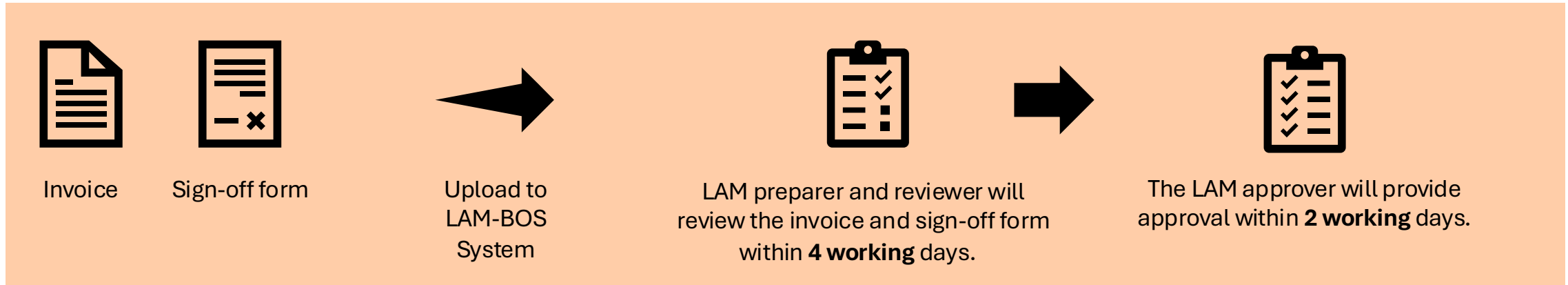
ACP can view complete transaction details through the detailed record panel for further verification.

4. Process Flow Reference

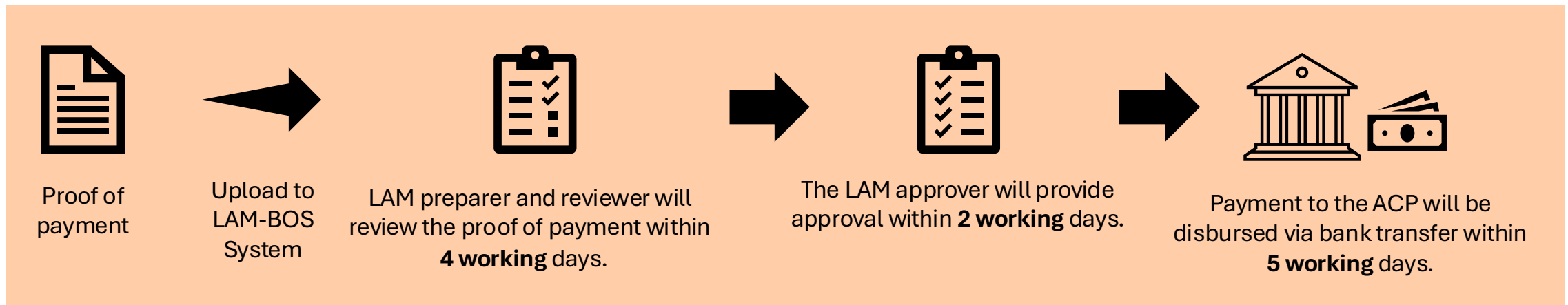
For a step-by-step breakdown, refer to the next page for the full claim process flow.

3. Project Claim Process

Processing of invoices sent by ACP to clients (based on a copy of invoices submitted to LAM)



Receipt of payment from the client to LAM and LAM's disbursement of fees to the ACP after deducting the management charge



4. Project Completion

Project Summary

Project Information

Project Title

Project @1

Project ID

PWC 102 - 00002 - 278420

Status

Accepted - In Progress

Project Accepted by LAM Date

02-11-2020

Revision History

	Created Date	Status	Description	File Name	Created By	Project Revision Submitted to LAM	Project Revision Approved
No data							

Open

Claim Information

Project completion form

Sign-off form

Open

Total Invoice (RM): 0.00

Unpaid Fees (RM):	Days	RM
0.00	< 30	0.00
	30-60	0.00
	> 60	0.00

Project Financials

Change Project Access Code

LAM-BOS System Project Summary Page

1. Downloading the Completion Form

To finalize project completion or closure, ACP can download the Project Completion Form from the system.

2. Form Signing & Submission

The form must be signed by both ACP and the client before being uploaded to the LAM-BOS system, where it should be labelled as a Project Completion Form.

3. Final Review & Closure

LAM will review and verify the submission, after which the project will be officially closed.


Accessing LAM-BOS

Accessing LAM-BOS



Scan the QR code to
access LAM-BOS



**BOARD OF ARCHITECTS MALAYSIA**
LEMBAGA ARKITEK MALAYSIA
ONLINE STAKEHOLDER SYSTEM

I would like to login as:

☒ ACP ☐ Others

Username

Select...

Password

Log In

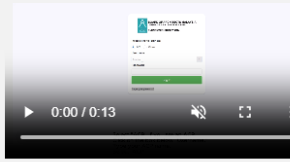

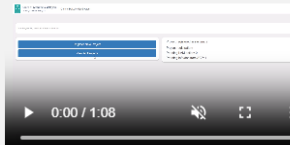
[Forgot your password?](#)

[How-To Videos](#) | [FAQ](#) | [User Guide for ACP](#)
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LAM-BOS System Login Page

Videos

How-To Videos

Title	Video
Login	
Project registration	
Upload invoice	

User Guide



LAM-BOS System (Lembaga Arkitek Malaysia – Board of Architects Malaysia)

User Guide for ACP

January 2025

1. Accessing the system
2. First Time Login to system (Account activation)
3. Reset account password
4. Login to system
5. Change password and passcode
6. Know-how: Website Navigation - Landing page (Desktop)
7. Know-how: Website Navigation - Landing page (Mobile)
8. Register a new project
9. Know-how: Website Navigation - Project information page
10. Submit a project information revision
11. Know-how: Website Navigation - Claims
12. Submit a project claim - Invoice
13. Submit a project claim - Payments to Invoice

Thank you