

The Interior Designers Code

25 SEP 2021

A Code to establish the Singapore Interior Design Accreditation Council, to provide for the accreditation of interior designers, to regulate the qualifications and to elevate the quality of practice for interior designers in Singapore.

PART I

PRELIMINARY

Short title

1. This code may be cited as the Interior Designers Code.

Interpretation

2. In this Code, unless the context otherwise requires —

“allied professional” means —

- (a) An architect who is registered under the Architects Act (Cap. 12);
- (b) a professional engineer who is registered under the Professional Engineers Act (Cap. 253); or
- (c) a land surveyor who is registered under the Land Surveyors Act (Cap. 156);

“Accredited interior design services” includes selling or supplying for gain or reward in any interior design plan, drawing, tracing or the like for use in the construction, enlargement or alteration of any building interiors or part thereof.

“Council” means the Singapore Interior Design Accreditation Council

“Foreign registered/ accredited interior designer” means any person who is authorised to practise as an interior designer in a country or territory outside Singapore under the law of that country or territory.

“Review Panel” means the Review Panel appointed under section 13;

“Chairperson” means the Chairperson of the Council;

“Record of interior designers” means the record of interior designers kept and maintained by the Council under section 7(1);

“Accredited interior designer” means a person accredited as an interior designer under section 10;

“Administrator” means the Administrator of the Council, and includes any individual acting in that capacity;

“rules” means rules made by the Council under section 21;

PART II

SINGAPORE INTERIOR DESIGN ACCREDITATION COUNCIL

Establishment of Accreditation Council

- 3.** There shall be established in Singapore a body to be called the Singapore Interior Design Accreditation Council which shall be a body corporate with perpetual succession and a common seal, with power, subject to the provisions of this Code
- 3A.** (1) The Council shall consist of the following members:
- (a) Representatives from Society of Interior Designers, Singapore (SIDS)
 - (b) Representatives from relevant Government Agencies
 - (c) Representatives from relevant Associations & Councils
 - (d) Selected Interior Design Practitioners who represent the different field of practices
 - (e) Representatives from Institutions of Higher Learnings offering Interior Design courses

The members shall hold office for a term of 2 years and shall be eligible for re-appointment.

Chairperson and Vice Chairperson of the Council

- 3B.** (1) The Council shall have a Chairperson and a Vice-Chairperson
- The Chairperson and Vice-Chairperson shall hold office for a term of 2 years and shall be eligible for re-appointment.

Disqualifications for membership of Council

- 3C.** A person shall not be qualified to be a member of the Council if —
- (a) He/she is neither a citizen nor a permanent resident of Singapore;
 - (b) He/she is an undischarged bankrupt or has made any arrangement or composition with his creditors;
 - (c) He/she has been convicted of any offence involving fraud, dishonesty or moral turpitude, or of any other offence implying a defect in character which makes him unfit for the interior design profession;
 - (d) He/she is mentally disordered and incapable of managing himself/ herself or his/ her affairs, or is incapacitated by physical illness; or
 - (e) He/she has at any time after due inquiry been found guilty by the Council of improper conduct.

Filling of vacancies

- 3D.** (1) The office of a member of the Council shall become vacant if the member —
- (a) dies;
 - (b) resigns or is removed from office; or
 - (c) becomes in any manner disqualified for office within the meaning of section 3C.

Any person appointed to fill the vacancy shall hold office for the residue of the term for which his predecessor was appointed.

The powers of the Council shall not be affected by any vacancy in its membership.

Meetings and quorum of Council

- 3E.** (1) At any meeting of the Council, 5 members (1 member from each group under Section 3A).
- (2) At any meeting of the Council, the Chairperson shall preside and in his/her absence the Vice-Chairperson will preside over the meeting.
- In the absence of the Chairperson and the Vice-Chairperson, the members present shall elect from among themselves one member to preside over the meeting.
- (3) If on any question to be determined by the Council there is an equality of votes, the Chairperson or the member presiding over that meeting shall have a casting vote.
- (4) The Council shall cause proper records of its proceedings to be kept.

Common seal of Council

- 4.** (1) The common seal of the Council shall bear such device as the Council may approve and the seal may from time to time be broken, changed, altered or made anew by the Council as it may think fit.
- (2) The common seal shall be kept in the custody of the Chairperson and shall be authenticated by him or other member acting in his absence.
- (3) Any document purporting to be sealed by the common seal and authenticated as provided under subsection (2) shall, until the contrary is proved, be deemed to be validly executed.

Functions of Council

- 5.** The functions of the Council shall be —
- (a) to keep and maintain every record mentioned in section 7(1);
 - (b) to hold or arrange for the holding of such examinations as the Council considers necessary for the purpose of enabling persons to qualify for accreditation under this Code;
 - (c) to establish, maintain and develop standards of professional conduct and ethics of the interior design profession;

- (d) to promote learning and education in connection with interior design and the practice of interior design, either alone or in conjunction with any other professional body;
- (e) to hear and determine disputes relating to professional conduct or ethics of accredited interior designer or to appoint a committee or arbitrator to hear and determine those disputes.
- (f) to recommend arbitrators for the purpose of hearing and determining disputes between accredited interior designers and other persons.
- (g) to facilitate the mutual recognition, within Singapore and any country or territory outside Singapore, of the qualifications and standards regarding the practice of interior design; and
- (h) generally, to do all such acts, matters and things as are necessary to be carried out under the provisions of this Code.

Powers of Council

- 5A.** (1) The Council has power to do all things necessary or convenient to be done for, or in connection with, the performance of its functions, including power —
- (a) to grant prizes and scholarships in connection with interior design, either alone or in conjunction with any person;
 - (b) to accept grants, donations or gifts from any source or raise funds by lawful means;
 - (c) to determine the requirements for continuing professional education, and to organise related courses, programmes and other activities; and
 - (d) to do any other thing that is necessary or convenient to be carried out for or in connection with, or as incidental to, the performance of its functions.
- (2) The Council may enter into arrangements with the appropriate foreign registration/ accreditation authority of any country or territory outside Singapore for the mutual recognition, within Singapore and that country or territory, of the qualifications and standards adopted by each of the parties to the arrangement regarding the practice of interior design.

Committees

- 6.** The Council may appoint such committees from among its members, accredited interior designers or allied professionals as it thinks fit to assist or advise the Council on such matters arising out of its functions under this Code as are referred to them by the Council.

Record

7. (1) The Council must keep and maintain at its office a record of accredited interior designers containing the names of persons accredited under section 10 and any other particulars determined by the Council.
- (2) A person may, with the Administrator's approval and upon payment of the prescribed fee, obtain an extract from any records kept and maintained under subsection (1).

Appointment and duties of Administrator

8. (1) There must be a chief executive of the Council called the Administrator of the Council, whose appointment and removal must be made by decision of the Council.
- (1A) The Council may appoint an individual to act temporarily as the Administrator during any period, or during all periods, when the Administrator —
- (a) is absent from duty in Singapore; or
- (b) is, for any reason, unable to perform the duties of the office.
- (2) In addition to duties, the Administrator must —
- (a) be under the general direction of the Council;
- (b) register all relevant entries in any records kept and maintained under section 7(1), including any suspension, cancellation or reinstatement of registration in any of the records.
- (3) The Administrator shall attend all meetings of the Council and record the proceedings thereof, and shall conduct the correspondence and deal with such matters as may be assigned to him/her from time to time by the Chairman or the Council.
- (4) The Administrator must publish, in such manner as will secure adequate publicity to the general public, the following:
- (a) as soon as possible after 1 January each year, a list containing the names, qualifications and addresses of all accredited interior designers who, on that date, have in force an accreditation certificate and the names of the interior design practices under which they are practising, or that are employing them;
- (5) In any proceedings, a list published under subsection (4) shall be sufficient evidence that the persons whose names appear therein are accredited interior designers who have in force accreditation certificates.

PART III

PRIVILEGES OF ACCREDITED INTERIOR DESIGNERS

Illegal practice

9. (1) Subject to the provisions of this Code, a person must not identify himself/herself as an Accredited Interior Designer in Singapore unless the person holds a valid Accreditation Certificate issued by the Council.
- (2) Subject to the provisions of this Code, no person shall —
- (a) use verbally or otherwise the word “accredited interior designer” or any of its derivatives in connection with his business designation, or any other words, name or designation that will lead to the belief that the person is an accredited interior designer unless the person is an accredited interior designer who has in force an Accreditation Certificate;
- (b) advertise or hold himself/herself out, or conduct himself/herself in any way or by any means, as a person who is qualified to supply interior design services in Singapore, unless the person is;
- (c) use the word “Accredited Interior Designer” or any of its derivatives as part of the name of an interior design practice unless the person is accredited under this Code to supply interior design services; or
- (d) use verbally or otherwise the word “Accredited Interior Designer” or the abbreviation “ID1”, “ID2” or “ID3” as a title before his name unless he/she is an Accredited Interior Designer who has in force an accreditation certificate.

PART IV

ACCREDITATION OF INTERIOR DESIGNERS

Qualifications for registration

10. (1) Subject to this section, the following persons shall, on payment of the prescribed fee, satisfy the requirements in this Code:
- (a) **for Interior Design Practitioner- Class 1 (ID1)**
 - (i) he/she must hold a valid university degree that is approved by the Council;
 - (ii) produce a portfolio of projects, indicating his/her roles in each;
 - (iii) maintain a logbook to indicate that he/she has acquired not less than 24 Months of such practical experience in interior design work as may be prescribed or approved by the Council (including practical experience in interior design work in Singapore for a continuous period of at least 12 months); and
 - (iv) passed such professional practice examination as may be prescribed or approved by the Council.
 - (b) **for Interior Design Practitioner- Class 2 (ID2)**
 - (i) he/she must hold a valid polytechnic diploma that is approved by the Council;
 - (ii) produce a portfolio of projects, indicating his/her roles in each; and
 - (iii) maintain a logbook to indicate that he/she has acquired not less than 18 Months of such practical experience in interior design work as may be prescribed or approved by the Council (including practical experience in interior design work in Singapore for a continuous period of at least 12 months).
 - (c) **for Interior Design Practitioner- Class 3 (ID3)**
 - (i) he/she must hold a valid National ITE Certificate or equivalent that is approved by the Council;
 - (ii) produce a portfolio of projects, indicating his/her roles in each; and
 - (iii) maintain a logbook to indicate that he/she has acquired not less than 12 Months of such practical experience in interior design work in Singapore as may be prescribed or approved by the Council;
- (2) No person shall be entitled to registration under subsection (1)(a) unless he/she satisfies the Council as to any of the following:
- (a) that he/she has satisfied the requirements stipulated in subsection (1)(a); or
 - (b) that he has, after obtaining his/her qualifications —
 - (i) acquired not less than 10 years of such practical experience in interior design work as may be recognised by the Council;

- (ii) received any commendation or award at any international interior design event, or from any professional body whose interior design degree or qualification is recognised by the Council; and
 - (iii) passed such oral examination, interview or review as may be prescribed by the Council.
- (2A) Despite subsections (1) and (2), any foreign interior designer who is first authorised to practise interior design in a country or territory outside Singapore which is a participating jurisdiction and who intends to engage in the practice of interior design in Singapore, is entitled to accreditation under this Code
- (a) upon payment of the prescribed fee; and
 - (b) if the foreign registered/ accredited interior designer has such qualifications, requisite practical experience in interior design work, and has passed such oral examinations, interview or review, as may be approved by the Council.
- (2B) Accreditation of a foreign registered/ accredited interior designer under subsection (1) or (2A) may be subjected to such prohibitions, restrictions or conditions as to the practice of interior design in Singapore as the Council may impose.
- (3) The Council may refuse to register any applicant who in the opinion of the Council —
- (a) is not of good character and reputation; or
 - (b) is unable to carry out the duties of an accredited interior designer effectively.
- (4) Any person whose application for accreditation under subsection (1) has been refused by the Council may, within 30 days after being notified of such refusal, appeal to the Council with supplement of additional materials and appeal letter.

Application for registration

11. Every application for accreditation under this Code shall be made to the Council in such form and manner as may be prescribed.

Certificates of Accreditation

12. Every accredited interior designer shall, on payment of the prescribed fee, be entitled to receive a certificate of accreditation under the hand of the Administrator.

Amendment of records

- 12A. The Administrator must —
- (a) amend any record kept and maintained under section 7(1) when there is any alteration which may come to the Administrator's knowledge in the name, address or other relevant particulars of any person recorded;
 - (b) correct any error in any entry in any such record; and
 - (c) remove from any such record the name of any person —

- (i) that name has been ordered to be removed under any provision of this Code; or
- (ii) who is deceased.

Removal of name and particulars from record of accredited interior designers

- 12B.** (1) The Council may order the name and other particulars of an accredited interior designer to be removed from the record of accredited interior designers if he/she —
- (a) has no address in Singapore at which he/she can be contacted or sent any document using his/her particulars in the record; or
 - (b) has not renewed his accreditation certificate for a continuous period of not less than 3 years.
- (2) Notwithstanding the provisions of Part VII, the Council may order the name and other particulars of an accredited interior designer to be removed from the record of accredited interior designer if it comes to the knowledge of the Council that —
- (a) he/she has obtained his accreditation by fraud or misrepresentation;
 - (b) his/her qualification for registration under section 10 has been withdrawn or cancelled by the authority through which it was acquired or by which it was awarded; or
 - (c) he/she refuses or fails to comply with an order made by Council or under the recommendation of a Review Committee
- (3) The Council shall, before exercising its powers under subsection (2), notify the accredited interior designer concerned of its intention to take such action and shall give the accredited interior designer an opportunity to submit reasons, within such period as the Council may determine, as to why his/her name should not be removed from the record.
- (4) Any accredited interior designer may apply to the Council to have his/her name and particulars removed from the record of accredited interior designer.
- (5) Subject to subsection (6), the Council may, upon receiving an application made under subsection (4), direct the Administrator to remove the name and particulars of the applicant from the record of the accredited interior designer.
- (6) No order shall be made on an application under subsection (4) if the Council is satisfied that —
- (a) disciplinary action is pending against the applicant; or
 - (b) the conduct of the applicant is the subject of a complaint made against the applicant which is not dismissed, or an inquiry by a Review Committee.

Reinstatement of registration

- 12C.** The Council may, in its discretion, after the expiration of not less than 3 years from the removal from the record of accredited interior designers of the name and particulars of any person, consider any fresh application for registration by that person in accordance with the provisions of Part IV.

PART VII

DISCIPLINARY PROCEEDINGS

Appointment of Review Panel

- 13.** (1) For the purpose of enabling Review panel to be appointed under this Code, the Council shall appoint a panel (referred to in this Code as the Review Panel) consisting of
- (a) not less than 10 and not more than 20 accredited interior designers of at least 10 years' standing; and
 - (b) not less than 5 and not more than 10 allied professionals or lay persons.
- (2) A member of the Review Panel shall be appointed for a term of 2 years and shall be eligible for re-appointment.
- (3) The Council may, at any time, revoke the appointment of any member of the Review Panel or fill any vacancy in its membership.

Complaints against Accredited Interior Designers

14. Any complaint or information concerning —

- (a) the conviction of an accredited interior designer of any offence involving fraud, dishonesty or moral turpitude, or implying a defect in character which makes him/her unfit for his/her profession;
- (b) any improper act or conduct of an accredited interior designer in his professional capacity which brings disrepute to his/her profession;
- (c) any contravention by an accredited interior designer of any provision of the prescribed code of professional conduct and ethics; or
- (d) the ability of an accredited interior designers to carry out the duties of an interior design effectively in Singapore,

shall be made to the Council in writing and shall be supported by such statutory declaration as the Council may require, except that no statutory declaration shall be required if the complaint is made or given by any public officer or officer of the Council.

Review of complaints

- 15.** (1) the Council shall, upon receiving any complaint under section 14, refer the complaint to the Administrator for review.
- (2) The Council may also, on its own motion, refer any information concerning any improper or dishonourable act or conduct of an accredited interior designer to the Administrator for review.

- (3) The Council need not refer any complaint or information to the Administrator for review where the complaint or information relates to any matter set out in section 12B (2), and in such a case, the Council may take such action as it thinks fit under that section.
- (4) The Administrator
 - (a) shall review the complaint or information referred to him/her for the purpose of determining if there are sufficient merits therein to warrant the institution of review proceedings under this Part against the interior designers concerned; and
 - (b) may, for the purpose of conducting such review, enlist the assistance of any accredited interior designers, allied professional or lay person on the Review Panel.
- (5) In conducting a review under this section, the Administrator may require the interior designer concerned to answer any question or to furnish any document or information that the Administrator considers relevant for the purpose of the review.
- (6) On the completion of a review under this section, the Administrator shall
 - (a) dismiss the complaint or information, if he/she finds that the complaint is frivolous, vexatious, misconceived or without merits, or that the information is unsubstantiated;
 - (b) in a case where the complaint or information relates to the conviction (whether in Singapore or elsewhere) of the accredited interior designer of an offence that —
 - (i) involves fraud or dishonesty; or
 - (ii) implies a defect in character which makes the accredited interior designer unfit for his/her profession,
 - (iii) recommend to the Council to refer the matter to a Review Committee for a formal inquiry; and
 - (c) in any other case, recommend to the Council to refer the matter to a Review Committee for an inquiry.
- (7) The Council may, upon accepting the recommendation of the Administrator, appoint a review Committee, as appropriate and refer the matter thereto for an inquiry or a formal inquiry, as the case may be.

Appointment of Review Committee

- 16. (1) The Council may, from time to time, appoint one or more Review Committees comprising
 - (a) a Head who is a member of the Council;
 - (b) 2 members from the Review Panel

to inquire into any complaint or information received by the panel under section 14.
- (2) A member of the Review Committee who has assisted the Administrator in reviewing any complaint or information under section 15(4)(b) shall not be a member of a Review Committee inquiring into the same matter.

- (3) A Review Committee shall be appointed in connection with one or more matters or for a fixed period of time, as the Council thinks fit.
- (4) The Council may, at any time, revoke the appointment of the Head or any member of a Review Committee or fill any vacancy in a Review Panel.
- (5) No act done by or under the authority of a Review Panel shall be invalid in consequence of any defect that is subsequently discovered in the appointment or qualification of the Head or members or any of them.
- (6) The Head of Review Committee shall, notwithstanding that he has ceased to be a member of the Council on the expiry of his/her term of office, continue to be the Head of the Review Committee until such time as the Review Committee has completed its work.
- (7) A member of a Review Committee shall, notwithstanding that he/she has ceased to be a member of the Review Panel on the expiry of his/her term of office, continue to be a member of the Review Panel until such time as the Review Committee has completed its work.
- (8) Members of the Review Committee shall not be related to the accused in term of employment or are immediate family of the latter.

Findings of Review Committee

- 17A.** (1) Upon due inquiry into any complaint or information, a Review Committee shall report its findings to the Council and recommend to the Council to do any of the following:
- (a) order that the complaint or information be dismissed;
 - (b) order that the accredited interior designer be issued with a letter of advice;
 - (c) make such other order as the Review Panel considers appropriate.

Decision of Council

- 17B.** (1) Upon receiving the findings and recommendation of Review Panel, the Council may
- (a) accept the recommendation and make the recommended advice;
 - (b) refer the matter back to the Review Panel for further inquiry; or
 - (c) make such other order as the Council thinks fit.
- (2) The Council shall not
- (a) issue any letter of advice to an interior designer in accordance with the recommendation of the Review Panel under section 17A(b); or
 - (b) make any other order against the interior designer in accordance with the recommendation of the Review Panel under section 17A(c),
- unless the Council is satisfied that the Review Panel had allowed the interior designer concerned an opportunity of being heard either personally or by counsel during the inquiry.

- (3) The Council shall notify the person who made the complaint or gave the information, if any, of its decision.

PART VIII

ACCREDITATION REVIEW

Assessment of Accreditation Applications

- 18** (1) The Review Committee as stipulated in Section 16 can be created to undertake a secondary role of assessing the accreditation application matter set out in section 10(2)(b), 10(2A) and 10(2B).
- (2) The Review Committee will be empowered to make the decision on behalf of the Council pertaining to accreditation application matters and inform the Administrator accordingly.
- (3) Any person whose application for accreditation under section 10(2)(b), 10(2A) and 10(2B) has been refused by the Review Committee may, within 30 days after being notified of such refusal, appeal to the Council with supplement of additional materials and appeal letter. Decision thereafter will then be final.
- (4) Members of the Review Committee shall not be related to the candidates in term of employment or are immediate family of the latter.

PART IX

GENERAL

Application of fees received by Council

- 19.** (1) All fees payable under this Code shall be paid to the Council to be applied in the first place to defraying expenses of registration and other expenses of the administration of this Code, including any expenses of the Council that may be allowed under any rules and thereafter to providing scholarships and the promotion of learning and education in connection with interior design.
- (2) The Administrator shall take and receive all moneys payable to the Council under this Code.
- (3) All fees and other moneys payable to the Council under this Code shall be paid forthwith into a bank account administered by Society of Interior Designers, Singapore (SIDS).

Penalty for wilful falsification of record and wrongfully procuring registration, etc.

- 20.** Any person who —
 - (a) wilfully makes or causes to be made any false entry in or any falsification of any record kept and maintained under this Code;
 - (b) wilfully procures or attempts to procure for himself/herself or any other person an accreditation certificate or to be accredited as an interior designer under this Code, by

making or producing or causing to be made or produced any false or fraudulent representation or declaration, either verbally or in writing, or by intentionally suppressing any material fact and furnishing information which is misleading; or

- (c) knowingly aids or assists in any of the acts mentioned in paragraph (a) or (b), shall be blacklisted in the record of accredited interior designers.

Rules

- 21.** (1) The Council may, with the approval from SIDS, make rules for carrying out the purposes of this Code and for any matter which is required under this Code to be prescribed.
 - (2) Without prejudice to the generality of subsection (1), the Council may make rules —
 - (a) prescribing forms of applications under this Code and certificates of accreditation;
 - (b) prescribing the fees payable under this Code;
 - (c) prescribing the subject-matter of examinations to be conducted by or under the direction of the Council in the case of applicants or class of applicants for accreditation;
 - (d) prescribing the form in which any record kept and maintained under section 7(1) is to be kept and the particulars to be entered therein;
 - (e) prescribing a code of professional conduct and ethics; and
 - (f) generally providing for such other matters as may be necessary or expedient for carrying out the provisions of this Code.