



THE MANITOBA ASSOCIATION OF ARCHITECTS
137 BANNATYNE AVENUE WINNIPEG MANITOBA R3B 0R3
PH: (204) 925-4620 FAX: (204) 925-4624 EMAIL: info@mbarchitects.org

APPLICATION FOR A CERTIFICATE OF APPROVAL TO PRACTICE ARCHITECTURE AS A JOINT ARCHITECTURAL AND ENGINEERING CORPORATION IN THE PROVINCE OF MANITOBA

THE APPLICATION FOR A CERTIFICATE OF APPROVAL MUST BE SIGNED BY ALL REGISTERED MEMBERS OF THE ASSOCIATION OF PROFESSIONAL ENGINEERS AND GEOSCIENTISTS IN THE PROVINCE OF MANITOBA (APEGM), AND IF APPLICABLE MANITOBA ASSOCIATION OF ARCHITECTS (MAA), WHO ARE DIRECTORS OF THE CORPORATION.

AT THE TIME OF FILING APPLICATION, THE FOLLOWING MUST ALSO BE PROVIDED:

1. A GOVERNMENT CERTIFIED OR NOTARIZED COPY OF THE ARTICLES OF INCORPORATION CONFIRMING THE INFORMATION PROVIDED IN THE APPLICATION.

(NOTE: NON-RESIDENT CORPORATIONS MUST ALSO PROVIDE SATISFACTORY EVIDENCE OF THE CERTIFICATE OF REGISTRATION IN THE PROVINCE OF MANITOBA.)

2. WRITTEN CONFIRMATION FROM THE APEGM THAT:
 - A) THE CORPORATION HOLDS A VALID CERTIFICATE OF AUTHORIZATION; AND
 - B) THE APPLICABLE DIRECTORS, OFFICERS AND SHAREHOLDERS (AS NECESSARY TO DEMONSTRATE COMPLIANCE WITH THE REQUIREMENTS) HOLD CURRENT REGISTERED MEMBERSHIP IN THE APEGM.
3. THE PERSONAL WRITTEN UNDERTAKING(S) OF ANY FULL-TIME PERMANENT EMPLOYEES OR SHAREHOLDERS, WHO ARE REGISTERED MEMBER(S) OF THE MAA AND WHO WILL CARRY ON OR PERSONALLY SUPERVISE, AND HAVE PROFESSIONAL RESPONSIBILITY FOR, THE PRACTICE OF ARCHITECTURE BY THE CORPORATION.
4. A COPY OF THE PROPOSED LETTERHEAD TO BE USED BY THE CORPORATION, WHICH MUST ADHERE TO SUBSECTION 13.10 OF THE MAA BY-LAW.

(NOTE: THE CORPORATE NAME TO BE USED MUST ADHERE TO SUBSECTION 13.8 OF THE MAA BY-LAW, REGARDING THE NAMES AND DESIGNATIONS APPLICABLE TO VARIOUS ENTITIES. TO INCORPORATE A NAME USING THE WORD "ARCHITECT" OR ANY VARIATION THEREOF IN THE CORPORATION NAME, AS PERMITTED BY SUBSECTION 13.8, IT IS NECESSARY FOR THE INCORPORATOR TO FILE THE CONSENT OF THE MANITOBA ASSOCIATION OF ARCHITECTS WITH THE CORPORATIONS BRANCH. A LETTER OF CONSENT CAN BE OBTAINED FROM THE ASSOCIATION OFFICE, ONCE SATISFACTORY EVIDENCE OF COMPLIANCE HAS BEEN PROVIDED AND THE MAA COUNCIL HAS GRANTED PRELIMINARY APPROVAL.)

5. PROOF OF PROFESSIONAL LIABILITY INSURANCE COVERAGE FOR THE CORPORATION IN THE MINIMUM AMOUNT OF \$250,000 AND SATISFACTORY EVIDENCE THAT ALL ACTIVITIES OF THE CORPORATION, INCLUDING THE PRACTICE OF ARCHITECTURE BY THE REGISTERED MEMBER(S) THAT WILL BE RESPONSIBLE, ARE COVERED BY THE POLICY.
6. AN APPLICATION FEE OF \$210.00 (\$200.00 FEE PLUS \$10.00 GST).

ANY LEGAL COSTS INCURRED BY THE ASSOCIATION, WHICH RESULT DIRECTLY FROM THE APPLICATION AND WHICH EXCEED THE AMOUNT OF THE APPLICATION FEE PAID BY THE APPLICANT, WILL BE BILLED TO THE APPLICANT AS A DISBURSEMENT.

ANNUAL DUES AND THE COST OF THE CORPORATION STAMP ARE BILLED TO THE APPLICANT FOLLOWING APPROVAL OF THE CORPORATION.

NOTE: THE APPLICATION FORM CAN BE FILLED IN ON SCREEN, PRIOR TO PRINTING.

APPLICATION FOR A CERTIFICATE OF APPROVAL FOR A JOINT A/E CORPORATION

CANADA) IN THE MATTER OF AN APPLICATION TO THE MANITOBA ASSOCIATION
PROVINCE OF) OF ARCHITECTS FOR A CERTIFICATE OF APPROVAL FOR
TO WIT:) (NAME OF CORPORATION)
) PURSUANT TO THE PROVISIONS OF THE ARCHITECTS ACT (MANITOBA).

I/WE, _____ OF THE CITY/TOWN
OF _____ IN THE PROVINCE/STATE OF _____

DO SOLEMNLY DECLARE THAT:

1. I/WE AM/ARE A REGISTERED MEMBER(S) OF EITHER THE ASSOCIATION OF PROFESSIONAL ENGINEERS AND GEOSCIENTISTS OF THE PROVINCE OF MANITOBA (THE "APEGM") AND AM/ARE DULY QUALIFIED TO CARRY ON THE PRACTICE OF PROFESSIONAL ENGINEERING IN THE PROVINCE OF MANITOBA OR THE MANITOBA ASSOCIATION OF ARCHITECTS (THE "MAA") AND AM/ARE DULY QUALIFIED TO CARRY ON THE PRACTICE OF ARCHITECTURE IN THE PROVINCE OF MANITOBA.

2. I/WE HAVE CAUSED A CORPORATION TO BE INCORPORATED PURSUANT TO _____ (INSERT APPROPRIATE ACT)
UNDER THE NAME
(HEREINAFTER REFERRED TO AS THE "CORPORATION").

3. THE CORPORATION HOLDS A VALID CERTIFICATE OF AUTHORIZATION FROM THE APEGM AND IS LEGALLY ENTITLED TO ENGAGE IN THE PRACTICE OF PROFESSIONAL ENGINEERING IN THE PROVINCE OF MANITOBA.

4. THE AUTHORIZED AND ISSUED SHARE CAPITAL OF THE CORPORATION IS AS FOLLOWS:

<u>CLASS OF SHARES</u>	<u>AUTHORIZED</u>	<u>ISSUED</u>
------------------------	-------------------	---------------

5. THE MAJORITY OF THE ISSUED VOTING SHARES IN THE CAPITAL STOCK OF THE CORPORATION ARE OWNED BY INDIVIDUALS WHO ARE REGISTERED MEMBERS OF THE APEGM OR THE MAA.

6. THE NAMES AND ADDRESSES OF THE SHAREHOLDERS OF THE CORPORATION ARE AS FOLLOWS:

<u>SHAREHOLDER</u>	<u>ADDRESS</u>	<u>CLASS AND NUMBER OF SHARES</u>
--------------------	----------------	-----------------------------------

7. THE MAJORITY OF DIRECTORS OF THE CORPORATION ARE REGISTERED MEMBERS OF THE APEGM OR THE MAA.

8. THE NAMES AND ADDRESSES OF THE DIRECTORS OF THE CORPORATION ARE AS FOLLOWS:

<u>DIRECTOR</u>	<u>ADDRESS</u>
-----------------	----------------

9. AT LEAST ONE OF THE OFFICERS OF THE CORPORATION IS A REGISTERED MEMBER OF THE APEGM OR THE MAA.

10. THE NAMES AND ADDRESSES OF THE OFFICERS OF THE CORPORATION ARE AS FOLLOWS:

<u>OFFICER</u>	<u>ADDRESS</u>	<u>OFFICE HELD</u>
----------------	----------------	--------------------

11. DURING SUCH TIME AS THE CORPORATION HOLDS A CERTIFICATE OF APPROVAL FROM THE MANITOBA ASSOCIATION OF ARCHITECTS, THE PRIMARY AND CUSTOMARY BUSINESS OF THE CORPORATION WILL BE BOTH THE PRACTICE OF PROFESSIONAL ENGINEERING AND THE PRACTICE OF ARCHITECTURE.

12. THE PRACTICE OF ARCHITECTURE BY THE CORPORATION WILL BE CARRIED ON BY, OR UNDER THE DIRECT PERSONAL SUPERVISION OF, THE FOLLOWING INDIVIDUAL(S), WHO IS/ARE BOTH A FULL-TIME PERMANENT EMPLOYEE OR SHAREHOLDER OF THE CORPORATION AND A REGISTERED MEMBER(S) OF THE MAA AND WHO WILL HAVE PROFESSIONAL RESPONSIBILITY FOR THE PRACTICE OF ARCHITECTURE THAT IS CARRIED ON BY THE CORPORATION. THE PERSONAL UNDERTAKING OF EACH SUCH REGISTERED MEMBER OF THE MAA IS ATTACHED HERETO.

13. THE REGISTERED MEMBER OF THE MAA WHO HAS BEEN DESIGNATED BY THE CORPORATION TO BE NOTIFIED OF ANY COMPLAINT AGAINST THE CORPORATION OR ANY REGISTERED MEMBERS OF THE MAA ASSOCIATED WITH THE CORPORATION IS

14. I/WE WILL CAUSE THE CORPORATION TO CARRY AND MAINTAIN PROFESSIONAL LIABILITY INSURANCE IN SUCH MINIMUM AMOUNTS AND CONTAINING SUCH TERMS AND CONDITIONS AS MAY BE PRESCRIBED FROM TIME TO TIME BY COUNCIL AND UNDERTAKE TO PROVIDE TO THE MANITOBA ASSOCIATION OF ARCHITECTS A CERTIFICATE OF INSURANCE, TOGETHER WITH VERIFICATION THAT THE SAID POLICY COVERS ALL ACTIVITIES OF THE CORPORATION, INCLUDING THE PRACTICE OF ARCHITECTURE BY THE REGISTERED MEMBER(S) THAT HAVE BEEN IDENTIFIED HEREIN AND WILL BE RESPONSIBLE FOR SUCH PRACTICE.

15. I/WE WILL IMMEDIATELY NOTIFY THE MANITOBA ASSOCIATION OF ARCHITECTS OF ANY CHANGES WHICH OCCUR WITH RESPECT TO THE REGISTERED MEMBER(S) OF THE MAA WHO IS/ARE CARRYING ON, PERSONALLY SUPERVISING, AND/OR HAS PROFESSIONAL RESPONSIBILITY FOR THE PRACTICE OF ARCHITECTURE CARRIED ON BY THE CORPORATION OR OF ANY CHANGES IN THE DIRECTORS, OFFICERS OR SHAREHOLDINGS OF THE CORPORATION OR OF ANY CHANGE IN ITS INSURANCE COVERAGE.

16. I/WE WILL CAUSE THE CORPORATION TO PAY SUCH FEES TO THE MANITOBA ASSOCIATION OF ARCHITECTS AS ARE PRESCRIBED FROM TIME TO TIME BY COUNCIL OF THE MANITOBA ASSOCIATION OF ARCHITECTS.

AND I/WE MAKE THIS SOLEMN DECLARATION CONSCIENTIOUSLY BELIEVING IT TO BE TRUE, AND KNOWING THAT IT IS OF THE SAME FORCE AND EFFECT AS IF MADE UNDER OATH, AND BY VIRTUE OF THE CANADA EVIDENCE ACT.

DECLARED BEFORE ME AT THE CITY/TOWN OF _____)
)
_____ IN THE PROVINCE/STATE)
)
OF _____ THIS _____)
)
DAY OF _____ , 20 _____ .)

(SIGNATURE OF APPLICANT)

(SIGNATURE OF NOTARY PUBLIC OR COMMISSIONER FOR OATHS)

DECLARED BEFORE ME AT THE CITY/TOWN OF _____)
)
_____ IN THE PROVINCE/STATE)
)
OF _____ THIS _____)
)
DAY OF _____ , 20 _____ .)

(SIGNATURE OF APPLICANT)

(SIGNATURE OF NOTARY PUBLIC OR COMMISSIONER FOR OATHS)

DECLARED BEFORE ME AT THE CITY/TOWN OF _____)
)
_____ IN THE PROVINCE/STATE)
)
OF _____ THIS _____)
)
DAY OF _____ , 20 _____ .)

(SIGNATURE OF APPLICANT)

(SIGNATURE OF NOTARY PUBLIC OR COMMISSIONER FOR OATHS)

DECLARED BEFORE ME AT THE CITY/TOWN OF _____)
)
_____ IN THE PROVINCE/STATE)
)
OF _____ THIS _____)
)
DAY OF _____ , 20 _____ .)

(SIGNATURE OF APPLICANT)

(SIGNATURE OF NOTARY PUBLIC OR COMMISSIONER FOR OATHS)

SOLEMN UNDERTAKING

(TO BE SUBMITTED IN CONJUNCTION WITH AN APPLICATION
FOR A CERTIFICATE OF APPROVAL BY A JOINT A/E FIRM OR JOINT A/E CORPORATION)

1. I, _____,
(NAME OF INDIVIDUAL)
AM A REGISTERED ARCHITECT AND A REGISTERED MEMBER OF THE MANITOBA ASSOCIATION
OF ARCHITECTS ("THE MAA").

2. I HEREBY UNDERTAKE THAT I WILL CARRY ON OR PERSONALLY SUPERVISE THE PRACTICE OF
ARCHITECTURE BY

(NAME OF FIRM OR CORPORATION FOR WHOM A CERTIFICATE OF APPROVAL IS SOUGHT).

3. I HEREBY ACKNOWLEDGE AND AGREE TO UNDERTAKE PROFESSIONAL RESPONSIBILITY FOR
THE PRACTICE OF ARCHITECTURE BY

(NAME OF FIRM OR CORPORATION FOR WHOM A CERTIFICATE OF APPROVAL IS SOUGHT).

WITNESS

REGISTERED ARCHITECT

DATE

DATE