

**FORMAT FOR LETTER FROM REGISTERED MEMBERS / REGISTERED ARCHITECTURAL PRACTICES RESIGNING REGISTRATION IN THE PROVINCE OF MANITOBA**

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Registered members/registered architectural practices, requesting their names be removed from the Provincial registry, shall meet the following requirements to resign in good standing:

1. Forward written notification to the Association office which confirms the following:
  - (a) That the registered member/registered architectural practice has fulfilled its professional obligations including any warranty related inspections, ongoing renovations or additions and related project certification for applicable authorities;
  - (b) That the registered member/registered architectural practice has informed their client(s) that they have surrendered their registration, seal and right to practice in the Province of Manitoba;
  - (c) That in cases where above-noted obligations have been surrendered to another firm/practice, such information has and is provided to the client(s), relevant authorities and the Association office.
2. Return membership certificate to the Association office.
3. Return seal (if one had been obtained) to the Association office.
4. Remit full payment of any outstanding dues, fees, levies and/or assessments to the Association office.

The Manitoba Association of Architects will inform the appropriate authorities having jurisdiction that the registered member/registered architectural practice is no longer licensed in the province and as such, is no longer in a position to accept or fulfill any further professional obligations or requirements in accordance with the Manitoba Building Code or The Architects Act.