

## **REQUIREMENTS FOR REGISTERED MEMBERS AND/OR REGISTERED ARCHITECTURAL PRACTICES TO RESIGN REGISTRATION IN THE PROVINCE OF MANITOBA**

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Registered members and/or 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 and/or 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 and/or registered architectural practice has informed their client(s) that they have surrendered their registration, seal and right to practice in the Province of Manitoba;

And, if applicable:

- (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;
- (d) That the electronic architectural seal and/or electronic corporate stamp issued by the MAA will no longer be used, and has now been deleted from all electronic devices.

**\*NOTE:** The correspondence must be submitted with an original signature of the registered member concerned; or in the case of a practice, it must be placed on firm letterhead and be under the original signature of the sole proprietor or at least one registered member that is a partner or director, as the case may be.

2. Return membership certificate (and, if applicable, corporate Certificate of Approval) to the Association office
3. Return physical architectural seal (and physical corporation stamp) to the Association office, if one or both had been issued.
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 and/or 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.