



THE MANITOBA ASSOCIATION OF ARCHITECTS  
SUITE 101 - 177 LOMBARD AVENUE WINNIPEG MANITOBA R3B 0W5  
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**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 directors of the corporation who are:

- Professional Engineers registered with the Association of Professional Engineers and Geoscientists in the Province of Manitoba (APEGM); and/or
- Registered Members of the Manitoba Association of Architects (MAA).

Applications that are sworn by the applicant(s) within the Province of Manitoba may be declared before a Notary Public or Commissioner for Oaths; whereas applications that are sworn outside the Province, **must** be declared before a Notary Public. The original application form must be provided to the MAA office. **Electronic signatures and/or electronic submissions are not permitted.**

It is important to note that, as and where voting shares that are held indirectly through another corporate entity either constitute, or contribute to, the majority of voting shares within the corporation, such other corporate entity must **also** hold a Certificate of Approval (and be regulated by the MAA) to satisfy the requirement of beneficial ownership.

At the time of filing application, the following must also be provided:

1. Notarized 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 has applied for or holds a valid Certificate of Authorization; and
  - b) the applicable directors, officers and shareholders (as necessary to demonstrate compliance with the requirements) are Professional Engineers registered with 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 entites. 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 to file the consent of the Manitoba Association of Architects with the Manitoba Companies Office. A letter of consent can be obtained from the Association office, once satisfactory evidence of compliance has been provided and the MAA's Registration Board has granted approval relative to the corporate name.)
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. A cheque or money order for payment of the application fee, in the amount of \$787.50 (Includes 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.

The annual practice fee 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.



7. THE MAJORITY OF DIRECTORS OF THE CORPORATION ARE PROFESSIONAL ENGINEERS REGISTERED WITH APEGM AND/OR REGISTERED MEMBERS OF THE MAA.

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

<u>DIRECTOR</u>	<u>ADDRESS</u>
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9. AT LEAST ONE OF THE OFFICERS OF THE CORPORATION IS A PROFESSIONAL ENGINEER REGISTERED WITH APEGM OR A REGISTERED MEMBER OF THE MAA.

10. THE NAMES, ADDRESSES AND POSITIONS HELD BY EACH OF THE OFFICERS OF THE CORPORATION ARE AS FOLLOWS:

<u>OFFICER</u>	<u>ADDRESS</u>	<u>OFFICE HELD</u>
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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 \_\_\_\_\_ )  
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\_\_\_\_\_ IN THE PROVINCE/STATE )  
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OF \_\_\_\_\_ THIS \_\_\_\_\_ )  
 )  
DAY OF \_\_\_\_\_ , 20 \_\_\_\_\_ . )

\_\_\_\_\_  
(SIGNATURE OF APPLICANT)

\_\_\_\_\_  
(SIGNATURE OF NOTARY PUBLIC OR COMMISSIONER FOR OATHS)

DECLARED BEFORE ME AT THE CITY/TOWN OF \_\_\_\_\_ )  
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(SIGNATURE OF APPLICANT)

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(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