



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 AN ARCHITECTURAL CORPORATION IN THE PROVINCE OF MANITOBA

The application for a Certificate of Approval must be signed by all Registered Members (or those who will be applying to be Registered Members) who are directors of the Corporation.

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 forms 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. 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 names and designations of various entities. To incorporate a name using the word "architect" or any variation thereof in the corporation name, as required 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 by contacting the Association office.)
3. Proof of professional liability insurance coverage for the corporation in the minimum amount of \$250,000.
4. 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.

6. THE MAJORITY OF DIRECTORS OF THE CORPORATION ARE OR WILL BE REGISTERED MEMBERS OF THE ASSOCIATION.

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

<u>DIRECTOR</u>	<u>ADDRESS</u>
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8. AT LEAST ONE OF THE OFFICERS OF THE CORPORATION IS OR WILL BE A REGISTERED MEMBER OF THE ASSOCIATION.

9. 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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10. 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 THE PRACTICE OF ARCHITECTURE.

11. 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 OR WILL BE A REGISTERED MEMBER(S) OF THE ASSOCIATION AND WHO WILL BE ASSUMING FULL PROFESSIONAL RESPONSIBILITY FOR THE SAID PRACTICE CARRIED ON BY THE CORPORATION:

12. THE PERSON WHO IS OR WILL BE A REGISTERED MEMBER OF THE MAA THAT 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

13. 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 I/WE UNDERTAKE TO PROVIDE TO THE MANITOBA ASSOCIATION OF ARCHITECTS A CERTIFICATE OF INSURANCE VERIFYING THAT THE SAID POLICY COVERS ALL ACTIVITIES OF THE CORPORATION.

- 14. I/WE WILL NOTIFY THE MANITOBA ASSOCIATION OF ARCHITECTS OF ANY CHANGES IN THE DIRECTORS, OFFICERS OR SHAREHOLDINGS OF THE CORPORATION OR OF ANY CHANGE IN ITS INSURANCE COVERAGE.
- 15. 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 _____ .)

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 (SIGNATURE OF NOTARY PUBLIC OR COMMISSIONER FOR OATHS)

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