

Submission Information

Application for Architectural Firm Changes

Before completing this form, read through all submission instructions and review the requirements, found in [Schedule O: Board Rules for Architectural Firm Names](#) and [Schedule M: Board Rules for Professional Liability Insurance \(PLI\)](#) of the AIBC Bylaws. Retain copies of the application documents for your own records and note that incomplete applications will be destroyed after three months of inactivity.

1. For changes to firm name or type, send your proposed firm name to registration@aibc.ca for review. Refer to [Schedule O: Board Rules for Architectural Firm Names](#) for requirements.

For Firms registering or changing their registration with BC Registry: Skip step 2 and complete steps 3–7.

For Firms not registering with BC Registry: Complete step 2. Skip steps 3–7.

2. For completion of the application, submit the following items to registration@aibc.ca:

☐ Completed Application for Architectural Firm Changes Form

☐ Certificate of Professional Liability Insurance **(not required for Inactive Firms)**

Refer to [Schedule M: Board Rules for PLI](#) for requirements.

☐ Completion Certificate of the [Mandatory Firm Registrants course](#) for each new Individual Registrant owner/partner/shareholder/director identified in sections 3 or 4 of the application form within 90 days from approval date of the application by the AIBC **(not required for Inactive Firms)**

If the course has already been completed by any of the Individual Registrants required to take it, include the course completion certificate with submission of this application. Refer to [Schedule T: Board Rules for Firm Continuing Education](#).

3. After AIBC advises you can proceed with the firm name, [submit the name request to BC Registry](#).

4. Once the name has been reserved successfully, submit the following items to registration@aibc.ca:

☐ Completed Application for New Firm Registrant or Reinstatement Form

☐ Results of Name Request document from BC Registry

5. AIBC will review for compliance before releasing consent letter to the BC Registry for usage of the firm name.

6. After the consent letter has been released, proceed in completing the [incorporation/registration/name change process with BC Registry](#). More information can be found on the BC Registry website.

7. For completion of the application, submit the following items to registration@aibc.ca:

☐ Copy of Certificate of Incorporation/Registration/Name Change (*for Corporations*) **OR** Statement of Registration (*for Sole Proprietorships and Partnerships*)

☐ Central Securities Register
For Extraprovincial Corporations, a comparable shareholder register can be submitted.

☐ Certificate of Professional Liability Insurance (**not required for Inactive Firms**)
Refer to [Schedule M: Board Rules for PLI](#) for requirements.

☐ Completion Certificate of the [Mandatory Firm Registrants course](#) for each new Individual Registrant owner/partner/shareholder/director identified in sections 3 or 4 of the application form within 90 days from approval date of the application by the AIBC (**not required for Inactive Firms**)
If the course has already been completed by any of the Individual Registrants required to take it, include the course completion certificate with submission of this application. Refer to [Schedule T: Board Rules for Firm Continuing Education](#).

Additional Information

Once your application is approved, you will receive a notice and invoice with payment instructions. For applicable fees, refer to [Schedule B: Fees](#). **We encourage you to pay online.**

Payments must be remitted in Canadian funds and can be made by Visa, MasterCard, American Express, PayPal, cash, debit card, e-transfer, wire transfer, money order, or cheque (drawn on a Canadian bank). Please consider additional processing time if payments are submitted by cheque.

Processing times vary based on the date the complete application package is received by email. It may take **up to five weeks**. If you have additional conditions to your application, the timeline may be longer. Applications are reviewed once a month by the Credentials Committee; the schedule for submission deadlines and estimated approval dates can be found under “Apply for Certificate of Practice” on the [AIBC website](#).

Please note that changes to firm name and/or firm type (e.g. sole proprietorship to corporation) and changes to and from an Inactive Architectural Firm will require approval by the Credentials Committee. Changes to ownership only will be reviewed and approved internally by staff.

Application for Architectural Firm Changes

Firm Name:

Application Date:

1. TYPE OF APPLICATION (select all that apply)

- ☐ **Change in Firm Name** (for requirements, refer to [Schedule O: Board Rules for Architectural Firm Names](#), found in the AIBC Bylaws)

Proposed Firm Name:

- ☐ **Change in Firm Status** (Active/Inactive)

From:

To:

- ☐ **Change in Firm Type**

From:

To:

- ☐ **Change in Firm Structure** (select all that apply)

- ☐ Partners
- ☐ Officers/Directors
- ☐ Share Types
- ☐ Shareholders

NOTE: For the removal of shareholders, append a letter from the former shareholder verifying they no longer hold an interest.

2. FIRM INFORMATION

Head Office:

Address: _____
(unit) (street address)

(city) (province/state) (postal/zip code) (country)

Phone: _____ Email: _____

Website: _____

Branch Office (if applicable):

A branch office is an additional physical office location for the firm within BC and must be registered with the AIBC. Other branches located outside of BC to appear in the online firm register may also be listed to be registered (optional).

Address: _____
(unit) (street address)

(city) (province/state) (postal/zip code) (country)

Phone: _____ Email: _____

Name of branch office Supervising Architect (as per [section 6.2 of Schedule A: Code of Ethics and Professional Conduct in the AIBC Bylaws](#)): _____

Firm Representative(s) – Architects AIBC

Identify an Architect AIBC who is an owner of, employed by, or contracted to the Applicant Firm to act as the Firm Representative. The Firm Representative must fulfill the following requirements:

- respond promptly and completely, or delegate such response, to any communication from the AIBC directed to the Firm Representative or the Firm Registrant (AIBC Bylaw 4.32)
- provide accurate, timely, and truthful information to the AIBC in relation to the Firm Registrant (AIBC Bylaw 4.33)

The Firm Representative is not responsible for a Discipline Violation by a Firm Registrant merely by virtue of Firm Representative status.

Name: _____ Position: _____ Email: _____

Authorized Billing Contact (Email for Receiving Invoices)

Name: _____ Position: _____ Email: _____

3. FIRM STRUCTURE (Architectural Corporations Only)

Share Classes, Shareholders, and Officers of the Corporation

List all the classes of voting shares, the total number of shares in each voting class issued, and the number of shares held by each shareholder of a class.

The majority (over 50%) of each voting share class of the corporation **must be legally and beneficially owned by Architects AIBC** for a corporation practising architecture, or by a combination of at least one Architect(s) AIBC and Professional Engineer P. Eng.(s) for a corporation practising both architecture and professional engineering.

The majority of directors (over 50%) must be Architects AIBC for a corporation practising architecture, or **a combination of Architects AIBC and P.Eng.(s)** for a corporation practising both architecture and professional engineering.

Notes:

1. To qualify as a P.Eng. for these requirements, the P.Eng. must be registered with EGBC. Include a link to their register entry on the [EGBC](#) website in the email when submitting this application.
2. Each architectural corporation listed is a separate legal entity and must be counted in addition the Architect AIBC owner(s) for the firm size calculation in section 4 b).

Name of Voting Share Class	Number of Shares Issued in This Class	Name of Shareholder of This Class	Number of Shares Held by Each	% of Share Class Held	Architect AIBC	AIBC Firm Registrant	P.Eng.	Director

(If this table has insufficient space, provide a supplementary sheet in the same format.)

4. OWNERSHIP DECLARATION AND STAFF LISTING

a) Owners

List all owners and indicate whether they are Architects AIBC, Registrant Firms, or non-registrants (firms or individuals). For the ownership requirements of each firm type, refer to AIBC Bylaw 4.47 to 4.63.

Name	Architect AIBC	Non AIBC Registrant (firm or individual)	AIBC Firm Registrant	P.Eng.

(If this table has insufficient space, provide a supplementary sheet in the same format.)

b) Staff (not applicable for Inactive Architectural Firms)

List all Architects AIBC, Intern Architects AIBC, Retired Architects AIBC, and Architectural Technologists AIBC who are employed or under contract full-time by the firm. Exclude those listed already in section 3 or 4a).

Name	Architect AIBC	Retired Architect AIBC	Intern Architect AIBC	Architectural Technologist AIBC

(If this table has insufficient space, provide a supplementary sheet in the same format.)

5. FIRM SIZE FOR ANNUAL FEE CALCULATION (not applicable for Inactive Firms)

Total number of owners in section 3 or 4 (a)

Total AIBC Registrant Staff (exclude those in section 3 or 4 (a))

Other staff unaffiliated with the AIBC, including administrative staff

Total in all categories

6. DECLARATION

I am the sole owner or a part owner (shareholder/partner) and have been designated by the other owners (if any) to complete this application for architectural firm changes with the AIBC. The information in this application form is accurate and has been provided in full knowledge of the other owners (if any).

The proposed ownership structure, as indicated above, is the same ownership structure that will be submitted to the BC Registry. I will immediately notify AIBC of any material changes that may impact the architectural firm's compliance with the ownership requirements under the *Professional Governance Act* and AIBC Bylaws.

☐ By checking this box and entering my name below, I agree that my electronic signature is the legally binding equivalent, and has the same meaning, as my handwritten signature. I will not, at any time in the future, repudiate the meaning of my electronic signature or claim that my electronic signature is not legally binding.

Enter Name of Designated Architect AIBC Owner (sign by typing full name)

Date

COLLECTION NOTICE

The information on this form is collected under the authority of AIBC Bylaws under the Professional Governance Act, S.B.C. 2018, c. 47. The information will be used to process your application and update the AIBC's records on the status of its applicants and Registrants. If you have questions about the collection and use of this information, please contact the AIBC's Registration & Licensing department by phone at 604.683.8588 or by email at registration@aibc.ca. As a public body under the provisions of the Freedom of Information and Protection of Privacy Act, the AIBC provides security and confidentiality of your personal information.