



ARCHITECTURAL INSTITUTE OF BRITISH COLUMBIA

APPLICATION FOR ARCHITECTURAL FIRM CHANGES

Name of Applicant Firm (current name):

Date of Application:

1. TYPE OF APPLICATION

Reinstatement

Change in Firm Name (Please provide your proposed firm name. "Anonymous" firm names require a written explanation of the name's meaning or origin.)

Change in Firm Status

From:

To:

Change in Firm Type

From:

To:

Change in Firm Structure (check all that apply)

Principals

Partners

Officers

Share Types

Directors

Shareholders

**Please note, for removal of shareholders, please append a letter from the current shareholder verifying they no longer hold an interest.*

2. FIRM INFORMATION

Head Office:

Street Address _____ Unit No. _____
City _____ Province/State _____
Postal/Zip Code _____ Country _____
Phone _____ Fax _____
Email _____
Website Address _____

Branch Office:

Street Address _____ Unit No. _____
City _____ Province/State _____
Postal/Zip Code _____ Country _____
Phone _____ Fax _____
Email _____

Name of Supervising Architect (Bylaw 34.1): _____

3. FIRM STRUCTURE (Corporations only)

The following is required by the *Architects Act* and AIBC Council Policy:

Any professional engineer (P.Eng.) listed as such must be registered under the *Engineers and Geoscientists Act of BC*. Provide a current letter of good standing issued by the Engineers and Geoscientists BC.

If the firm wishes the term "engineering" or "engineer" in the firm name, provide the name of at least one shareholder or full time employee who is a professional engineer registered under the *Engineers and Geoscientists Act of B.C.* who will personally supervise and direct the practise of engineering by the corporation:

Name of Professional Engineer registered under the *Engineers and Geoscientists Act of B.C.*

P.Eng. _____

Please note: The letter of good standing issued by the Engineers and Geoscientists BC must be included with the application.

a) Share Classes and Shareholders of the Corporation

List all the classes of shares, the total number of shares in each class issued and the number of shares held by each shareholder in each class. **Please note:** a clear **51%** of each class of the voting shares of the corporation **must be legally and beneficially owned by Architects AIBC** for a corporation practising architecture. Voting shares must be clearly identified as such.

Share class (<i>identify voting shares and list first</i>)	Number of shares issued in this class	Name of Shareholders of this class (<i>please list Architects AIBC first</i>)	Architect AIBC	P.Eng.	Number of shares held by each	% held of share class	Signature of each shareholder
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If this form has insufficient space for shareholders or shares, please use the same format and provide a completed list.

b) Officers and Directors

List all directors. The majority (over 50%) must be Architects AIBC for a corporation practising architecture.

List all officers. The CEO or President must be an Architect AIBC for a corporation practising architecture.

Name	Officer Title	Director	Architect AIBC	P.Eng.
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4. OWNERSHIP DECLARATION AND STAFF LISTING (ALL FIRMS)

PLEASE NOTE:

1. This information is required by the AIBC and will be published in the AIBC online directory. It will be used to verify compliance with the Architects Act. The information on staff size is used to calculate invoices for firm renewals.
2. The term "principal" refers to an Architect AIBC or P.Eng. who has an ownership interest in an architectural firm which is a sole proprietorship, partnership or corporation and who thereby is taking architectural or professional engineering responsibility for the firm
3. Any professional engineer (P.Eng.) listed as such must be registered under the Engineers and Geoscientists Act of BC. Provide a current letter of good standing issued by the Engineers and Geoscientists BC.

a) Owners

List all owners holding voting shares who are architects, professional engineers or architectural corporations (list Architect AIBC & P.Eng. shareholders for signature where owners are corporations). Please select the appropriate category. All Architect AIBC and P.Eng. owners and shareholders listed must sign.

Name of Architect AIBC, P.Eng., or Architectural Corporation	Signature	Principal	Shareholder	Architect AIBC	P.Eng.
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TOTAL ARCHITECT AIBC **AND** P.ENG. OWNERS

OR

TOTAL VOTING SHAREHOLDERS FROM 3 a)

Does any Architect AIBC or P.Eng. owner hold an interest in any other architectural firm registered with the AIBC?
(If yes, provide details below)

b) Staff

List all Architects AIBC and AIBC Associates (Intern Architects AIBC, Retired Architects AIBC, and Architectural Technologists AIBC. List Architects AIBC first.

List all staff with degrees in architecture (B.Arch; M.Arch), Registered P.Eng., Landscape Architects (BCSLA), Planners (BCIP), and BC Registered Interior Designers (RID).

List owners and employees and associates of the firm.

NAME	Architect AIBC	AIBC ASSOCIATES		B. ARCH M. ARCH (Please indicate)	Registered elsewhere (indicate jurisdiction)	P.Eng.	BCSLA	BCIP	RID
		Intern Architec	Other (please specify)						

If this form has insufficient space for shareholders or shares, please use the same format and provide a completed list.

TOTAL OWNERS AND OTHER AIBC REGISTRANTS

TOTAL STAFF NOT LISTED ABOVE

TOTAL IN ALL CATEGORIES

ADDITIONAL INFORMATION

You may provide additional information through your online account in the areas, such as: Preferred areas of practice, Characteristics of the firm, Typical commissions, Awards and honours, Website . You have the option to publish this information on the online directory as part of your firm profile (see [online directory](#)).

DECLARATION

I am the sole owner or a part owner (shareholder) 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 B.C. Registry for incorporation purposes (corporations only). I will immediately notify the AIBC of any material changes that may impact the architectural firm's compliance with the ownership requirements under the *Architects Act*.

Owner or Designated Owner*

Owner or Designated Owner*

*A designated owner is one of the **Architect AIBC** owners of the firm who has been designated by other firm owners to complete and submit this application form on their behalf. A second designated Architect AIBC owner must sign the form for firms with multiple owners.

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.