



**A P E G S**

Association of Professional Engineers  
& Geoscientists of Saskatchewan

300 4581 Parliament Avenue, Regina, Saskatchewan S4W 0G3  
T (306) 525 9547 F (306) 525 0851 Toll Free: 1 800 500 9547  
www.apegs.ca apegs@apegs.ca

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## Certificate of Authorization 2020 Fee Notice and Payment Instructions

**PLEASE NOTE:** The Official Representative is responsible for compliance with *The Engineering and Geoscience Professions Act* and *Bylaws* and must be a licensed professional engineer, professional geoscientist, engineering licensee, geoscience licensee or temporary licensee with APEGGS.

- The Official Representative **cannot** apply for a licence waiver and still be the Official Representative for a Certificate of Authorization.
- Pursuant to subsection 22(5) of *The Engineering and Geoscience Professions Act*, holders of a Certificate of Authorization (C of A) are required to notify APEGGS of any changes within 30 days of the effective date of the change.

If you have any questions regarding the above please contact Ferguson Earnshaw, P.Eng., Director of Corporate Practice and Compliance at (306) 525-9547 (Regina) or 1-800-500-9547 (North America).

You must provide payment or notice of resignation by **December 31, 2019 at 3:00 p.m. (CST)**. If you do not do either by **January 31, 2020 at 5:00 p.m. (CST)**, your membership will cease and an additional fee of 15% will apply to reinstate with APEGGS.

### Payment instructions

#### Online

- Any Official Representative who has paid for membership and licence in full as an individual can log into APEGGS Central to pay the C of A membership. **See the enclosed document, "Instructions for Logging into APEGGS Central"**.
- If you are making any member changes, send an email to [apegs@apegs.ca](mailto:apegs@apegs.ca) or mail a letter. See the APEGGS website under Members, C of A Changes, for further details.

#### Cheque or money order

- If you employ **one to five professional members** or licensees registered anywhere in Canada, **sign the declaration** on the Fees Notice and send it with a cheque or money order for the amount listed on the fees notice **along with the Annual Return**.
- If you employ **six or more professional members** or licensees registered anywhere in Canada, you do not need to complete the Declaration. Simply send a cheque or money order for the amount listed on the fees notice **along with the Annual Return**.