



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

Certificate of Authorization 2024 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 APEGS.

- 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 APEGS of any changes within 30 days of the effective date of the change.

If you have any questions regarding the above please contact APEGS via the Contact Us page on our website.

You must provide payment or notice of resignation by **December 29, 2023 at 3:00 p.m. (CST)**. If you do not do either by **January 31, 2024 at 5:00 p.m. (CST)**, your membership will cease and an additional fee of 15% will apply to reinstate with APEGS. If resigning, please complete form on the reverse side.

Payment instructions

Online

- Any Official Representative who has paid for membership and licence in full as an individual can log into APEGS Central to pay the C of A membership. **See “Instructions for Logging into APEGS Central”**.
- If you are making any member changes, send an email to apegs@apegs.ca or mail a letter. For further details, see here on the APEGS website: Apply, Companies, How to Apply, Make Changes to Certificate of Authorization.

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**.

see over...



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2024 Certificate of Authorization Notice of Resignation

IMPORTANT: Ensure the corporation's address is current before resigning. The address APEGS has is at the top of the fee notice. You can update the information online through APEGS Central.

Resignation

I hereby resign:

Certificate of Authorization Name

Registration Number

and declare that the corporation is no longer engaged in any engineering or geoscience projects in Saskatchewan. The corporation does not use the title "professional engineer", "engineer", "consulting engineer", "engineer-in-training", or the abbreviation "P.Eng.", "professional geoscientist", "geoscientist", "consulting geoscientist", "geoscientist-in-training", or the abbreviation "P.Geo.", "engineering licensee", "geoscience licensee" either alone or in combination with any other word, title or designation, abbreviated or otherwise, to imply that the corporation performs any engineering and/or geoscience activities within Saskatchewan.

Sign below and submit this form to APEGS via the Contact Us page on our website.

NO FEE IS TO BE REMITTED.

I declare that the statement regarding the corporation's **Resignation Application** is true and correct to the best of my knowledge and belief.

Official Representative Name - Print

Registration Number

Signature

Date

You must provide notice of resignation by December 29, 2023 at 3:00 p.m. (CST). If you do not do either by January 31, 2024 at 5:00 p.m. (CST), the corporation's licence will cease and an additional fee of 15% will apply to reinstate with APEGS.

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