

Submission Information | Application to Register or Reinstatement an Architectural Corporation

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. Send proposed firm name(s) in an email message to registration@aibc.ca for approval. Refer to [Schedule O: Board Rules for Architectural Firm Names](#) for requirements.
2. After AIBC approves the firm name, [submit the name request to BC Registry](#).
3. Once the name has been reserved successfully, submit the following items to registration@aibc.ca:
 - Completed Application to Register or Reinstatement an Architectural Corporation Form (below)
 - Results of Name Request document from BC Registry
 - Letter of Good Standing from EGBC for any P. Eng listed (**Architectural-Engineering Corporations Only**)
4. The AIBC will review for compliance before releasing the consent letter to the BC Registry for usage of the firm name.
5. After the consent letter has been released, proceed in completing the [incorporation/registration process with BC Registry](#). More information can be found on the [BC Registry website](#).
6. For completion of the application, submit the following items to registration@aibc.ca:
 - Certificate of Incorporation/Registration from BC Registry
 - Shareholder Register filed with BC Registry
 - Certificate of Professional Liability Insurance. Refer to [Schedule M: Board Rules for PLI](#) for requirements. Note that inactive firms do not require PLI.
7. Once your application is approved, you will receive a notice and invoice with payment instructions. For applicable fees, refer to [Schedule B: Fees](#). Payments must be remitted in Canadian funds. **We encourage you to pay online.**

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 reinstatement, 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 on the [AIBC website](#).

Firm Representative(s) – Architects AIBC

Identify at least one Architect AIBC employed by or contracted to the Applicant Firm who will act as the Firm Representative and can 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: _____

Name: _____ Position: _____ Email: _____

Name: _____ Position: _____ Email: _____

Firm Administrator (for billing purposes only)

The Firm Administrator may be a non-registrant authorized to also receive communication related to annual renewal invoices.

Name: _____ Email: _____

2. STATUS

- Active – applying for a Certificate of Practice (CoP)
- Inactive Architectural Firm – no CoP issued (Must not practise architecture)

3. TYPE OF FIRM

Corporation

- Architectural Corporation (Must be majority and beneficially owned by Architects AIBC)
- Architectural-Engineering Corporation (Must be majority and beneficially owned by a combination of at least one Architect AIBC and at least one Professional Engineer in good standing with the EGBC)

4. FIRM OWNERSHIP STRUCTURE

Corporations

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. **Note: a clear majority (over 50%)** of each class of the voting shares of the corporation **must be legally and beneficially owned by Architects AIBC** for a corporation practising architecture or a combination of Architect(s) AIBC and 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 Architect(s) AIBC and P.Eng.(s) for a corporation practising both architecture and professional engineering.

Name of voting share class	Number of shares issued in this class	Name of shareholder of this class	Number of shares held by each	% held of share class	Architect AIBC	P.Eng.	Director	CEO

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

5. All Other AIBC Registrants Not Listed Above (*not applicable for inactive firms*)

The information on staff size is used to calculate the annual renewal fee.

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 4.** List Architects AIBC first.

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

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

All Other AIBC Registrants Listed Above: _____

6. FIRM SIZE FOR ANNUAL FEE CALCULATION *(not applicable for inactive firms)*

Total AIBC Registrants in section 1 _____
Total number of owners in section 4 _____
All Other AIBC Registrants Not Listed Above in section 5 _____
Other staff unaffiliated with the AIBC and not listed above, including
administrative staff _____
Total in all categories _____

7. REGISTRATION HISTORY

Yes No

- Is this the firm's initial registration with a regulatory body?

If no, list other jurisdictions where it is registered: _____

If yes, skip the remaining questions in section 7 and proceed to section 8.

If you select yes to any of the following, provide name(s), dates, and details of the situation including the results of appeals, if applicable, on a supplementary sheet.

Yes No

- Has the firm's registration been suspended or revoked in any jurisdiction?
- Have you surrendered or allowed the firm's registration to lapse in any jurisdiction due to an action pending or concluded?
- Has the firm or predecessor firm been disciplined, including by any consent process, by any licensing authority?

8. DECLARATION

I am the sole or a part owner (shareholder) of this corporation and have been designated by the other owners (if any) to complete this application to register a new architectural corporation with the AIBC. The information in this application form has been provided in full knowledge of the other owners (if applicable).

- 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 (please 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.