



# Firm Registrant: Application to Cancel Registration

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Please email the completed form to [registration@aibc.ca](mailto:registration@aibc.ca).

**Date emailed:**

## A. Eligibility

For eligibility to voluntarily cancel their registration, a Firm Registrant must be in Good Standing, based on the definition in the [AIBC Bylaws](#). All the following conditions must be met:

- not suspended or under a condition that specifically removes the Registrant from Good Standing
- compliant with all applicable Audit and Practice Review requirements
- in compliance with all Certificate of Practice, professional liability insurance, Firm Continuing Education, and Firm Update requirements; and
- no Fees owing to the AIBC that are past due

**Note:** If your company must stay open for legal or tax reasons or it is registered with BC Registry and you are unable to obtain the documentation required by Section D of this form within 30 days, you should apply for inactive status instead of submitting this application to cancel registration. The [Application for Architectural Firm Changes](#) form is available on the [AIBC website](#). There will be an application fee and an annual fee for this change.

**B. Firm Name:**

**C. Requested Effective Date:**

The effective date will be confirmed by AIBC in writing after the applicant has satisfied the requirements and submitted the necessary documents. This may or may not correspond with the exact requested effective date.

## D. Documentation

If the Firm Registrant is registered with the BC Registry, **one of the following documents** must be submitted to AIBC.

1. Certificate of Dissolution (Or any other document indicating that the corporation is no longer registered with the BC Registry, such as a Form 42, if extra-provincially registered)
2. Certificate of Name Change (removing any reference to the term “architect” or derivative)
3. Certificate of Amalgamation
4. Evidence indicating it has been struck from the rolls of the Registry

**Please indicate one of the following:**

- The firm is **not registered** with the BC Registry.
- The firm is registered with the BC Registry. The required document has been submitted with this application form.
- The firm is registered with the BC Registry. The required document will be submitted within 30 days of the effective date.

**E. Certificate of Practice**

To close a firm that practices architecture, you must return the Certificate of Practice to the AIBC office by mail. Canada Post is preferred. (Please note: the Certificate of Practice is different from the Certificate of Registration, which is given to newly registered Architects AIBC and includes the name of the architect).

- I have or will return the Certificate of Practice to the AIBC office by mail.
- I have misplaced the Certificate of Practice. Instead, I have completed the Letter of Undertaking appended to this form.
- The Firm Registrant is an Inactive Firm and was not issued a Certificate of Practice.

**F. Rights and Responsibilities**

- The firm has met all its professional obligations.
- The professional obligations for the firm will be assumed by the AIBC Certificate of Practice holder listed here.

**G. Reason for Closing (Optional)**

**H. Signature**

I have reviewed all the information on this form and will submit the necessary documents to the AIBC. I am the Designated Architect Owner and have been designated as such by the other firm owners (if any) to submit this request on behalf of the firm.

- 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.

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

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Date

# Letter of Undertaking

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## Instructions:

A letter of undertaking must be provided to the AIBC in the case of a misplaced professional Seal or stamp, or a Certificate of Practice. This letter does not require a lawyer or notary public to ‘swear’ it. The submitted letter is required to be signed, dated, and witnessed. This letter may be executed and delivered electronically.

## Letter of Undertaking:

I, \_\_\_\_\_, confirm that I have made reasonable attempts to locate my Certificate of Practice. I hereby undertake to return this if found to the AIBC and to inform the AIBC should I become aware of its whereabouts, but I am not able to return it.

\_\_\_\_\_  
Signature of Architect AIBC Owner\*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Witness \*

\_\_\_\_\_  
Date

\* By typing my name into the signature field, 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.

## **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](mailto: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.*