

Office Use Only	
Received	
Registration #	

## PERMIT TO PRACTICE UPDATE FORM

A Permit Holder may update its Permit to Practice information with NAPEG at any time by completing and returning this Permit Update Form. The form must be completed and signed by the Chief Operating Officer or Authorized Designate (COO). If Responsible Members are being added to the Permit, the new Responsible Members must sign the Declaration.

Please note that it is NAPEG's policy to request documentation that proves the legal existence of companies who have applied for Permits to Practice in the Northwest Territories or Nunavut (NT/NU), and for firms that are requesting a name change. If NAPEG has not previously received a copy of your firm's Certificate of Incorporation or Certificate of Amendment, NAPEG staff will request a copy.

### 1. FIRM INFORMATION

Name of Firm	
Permit to Practice #	
Name of COO	

### 2. TYPE OF UPDATE BEING REQUESTED BY COO

Select all the updates that apply:

- Firm Contact Information ★ Complete sections 3. / 10.
- Firm Name ★ Complete sections 4. / 10. (attach business documentation and payment)
- COO ★ Complete Sections 5. / 6. / 10.
- Practice Category ★ Complete Sections 7. / 8. (if applicable) / 10.
- Responsible Member(s) ★ Complete Sections 7. / 8. (if applicable) / 10.

### 3. FIRM CONTACT INFORMATION UPDATE

Contact Name			
Street/PO Box			
City/Town		Province/Territory/State	
Postal/Zip Code	Phone	Email	

### 4. FIRM NAME CHANGE

Firm's New Legal Name	
Firm's New Operating Name (if different from New Legal Name)	

A Certificate of Incorporation or Certificate of Amendment must accompany name change requests.

A new registration certificate and Permit stamp will be issued with both the firm's legal and operating names.

## 5. CHIEF OPERATING OFFICER OR AUTHORIZED DESIGNATE

The COO does not need to be a NAPEG registrant but **needs to be in a position of authority to enter into this legal agreement on behalf of the firm.** A Permit to Practice from NAPEG must be renewed annually unless the firm is no longer practicing in NT/NU and provides written cancellation.

Name of new COO			
Street/PO Box			
City/Town		Province/Territory/State	
Postal/Zip Code		Phone	
E-mail			

## 6. DECLARATION BY NEW COO OR AUTHORIZED DESIGNATE

I, \_\_\_\_\_ occupy the position of \_\_\_\_\_ in the applicant firm and in that position have authority and undertake to maintain an organization in which the practice of the professions indicated above can be conducted in accordance with requirements described in the [Engineering and Geoscience Professions Act \(NWT\)](#) and [Engineers and Geoscientists Act \(NU\)](#). I further undertake:

- a) To notify the Registrar in writing forthwith if the professional members or licensees of NAPEG who have assumed responsibility for the professional practice cease to be full-time employees, partner or officer of the firm.
- b) To surrender permit stamps and certificates to the Registrar in circumstances where there are no members or licensees of NAPEG assuming responsibility for the professional practice of the applicant.
- c) To report on an annual basis the names of:
  - i. Chief Operating Officer or his designate taking corporate responsibility for the applicant.
  - ii. NAPEG members or licensees assuming responsibility for direction of the professional practice of the firm.

Signature		Date	
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## 7. PRACTICE CATEGORY AND LOCATION UPDATE

Select the applicable practice category(s):

Engineering

Geoscience

Engineering and Geoscience

Select the applicable practice location(s):

NT

NU

NT and NU

## 8. RESPONSIBLE MEMBER ADDITION AND DECLARATION

A NAPEG Permit to Practice allows firms to practice engineering and geoscience in the Northwest Territories and/or Nunavut. One of the requirements of a Permit to Practice is having an active NAPEG Professional Member or Licensee, who is in good standing, as the firm's Responsible Member. **If a firm is practicing both engineering and geoscience, the firm must have at least one Responsible Member for each profession.** In addition, NAPEG recommends that a firm have at least one Responsible Member for each field of practice and each geographical region.

### Duties of a Responsible Member:

- provides direction to, and personal supervision of, the engineering and geoscience practices performed on behalf of the firm
- regulates the practices within the firm and is aware of the legal obligations and any legislative changes
- holds a position of authority to ensure any practice occurring on behalf of the firm meets NAPEG's ethical, Professional, and technical standards
- adds the Permit to Practice stamp on [authenticated documents](#)

I, the undersigned, am a professional Member or Licensee of NAPEG and as a full-time employee or member of the firm undertake to provide responsible direction and personal supervision to that portion of the firms' engineering and geoscience practice performed by the organizational unit described below.

I have read the relevant sections of *The Engineering and Geoscience Professions Act* and Engineers and Geoscientists Act (NU) and I agree to conduct the professional practice for which I have assumed responsibility in strict accordance with the requirements of [relevant legislation and regulations](#).

I further agree to notify the Registrar of NAPEG in writing if I cease to accept the responsibility indicated below and provide reasons for relinquishing that responsibility.

Name and Professional Designation	NAPEG #	Office Location	Group, Discipline or Operation	
			Signature	
Example: John A. Smith, P.Eng.	L9999 or "pending"	Yellowknife	Mechanical	
			Signature	J. Smith
			Signature	
			Signature	
			Signature	
			Signature	

If more Responsible Members are being added, please add an additional Page 3 to the application form.

## 9. RESPONSIBLE MEMBER REMOVAL

Name and Professional Designation	NAPEG #	Office Location	Group, Discipline or Operation

If more Responsible Members are being removed, please add an additional Page 4 to the Permit Update Form.

## 10. COO APPROVAL OF UPDATES SUBMITTED IN THIS UPDATE FORM

Signature		Date	
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## 11. OTHER IMPORTANT INFORMATION

- A new Permit stamp and certificate are provided after a firm name change has been approved by Council and the Permit stamp fee is paid.
- Stamps issued to NAPEG Members, Licensees and Permit Holders must remain under the person's, or Responsible Member in the case of Permit Holders, direct control at all times and must be properly applied for authentication purposes.
- More information regarding Authentication of Documents and Use of Professional Stamps can be found on [NAPEG's website](#).
- All stamps remain the property of the Association and shall be returned on termination of registration. If the firm may have further practice in NT/NU in the future, the firm may retain the stamp for the time being.

The rubber and electronic stamp fees (if applicable) must be submitted with your completed Permit Update Form.

## 12. FEES (Applicable to name changes only)

### Required

Item	Amount
Permit Stamp	50.00
GST	2.50
<b>Total</b>	<b>\$52.50</b>

### Optional

Item	Amount
Electronic Stamp	28.45
GST	1.50
<b>Total</b>	<b>\$29.95</b>

## FEE PAYMENT FORM (Name Changes Only)

Please note that NAPEG does not retain credit card information after your fees are processed.

This page will be destroyed.

A new Permit stamp is automatically provided after a firm name change has been approved by Council. Payment for the new Permit stamp (\$52.50 including GST) and optional Electronic Stamp (\$29.95 including GST) must be submitted with the completed Permit Update Form and is non-refundable.

Please indicate if you would like to order an electronic stamp.

yes, the firm requires an electronic stamp       no, the firm does not require an electronic stamp

Please allow five days after receiving the Name Change approval from NAPEG to receive the electronic stamp.

I wish to pay by:       the attached cheque, or       Credit Card

### CREDIT CARD INFORMATION

Type of Card	<input type="checkbox"/> VISA <input type="checkbox"/> Master Card	<input type="text"/> Amount	<input type="text"/>
Credit Card #	<input type="text"/>		
Expiration Date	<input type="text"/>	<input type="text"/> CVV (3 digits on back of Card)	<input type="text"/>
Name on Card	<input type="text"/>		
Signature	<input type="text"/>		
Email	<input type="text"/>	<input type="text"/> Phone	<input type="text"/>

If paying by cheque, please mail the Permit Update documents and cheque to NAPEG at:

201, 4817 - 49 Street | Yellowknife, NT | X1A 3S7