

Information and Instructions – Change Request Application

1. **APPLICATION APPROVAL:** Please allow four to eight weeks for processing your application from the date of receipt of the completed application and all required documentation. An incomplete application will be held for up to six to eight weeks and then returned or shredded.
2. **COMPLETION OF APPLICATION:** All sections of the application are to be completed and should be typed or printed clearly. The original form must be mailed to the SAA office. An application received via email or facsimile will not be accepted.
3. **ALTERATIONS TO CORPORATION:** Corporations needing to file changes (any and all proposed alterations or amendments to its incorporating documents or bylaws or to its corporate structure, including any unanimous shareholder agreement pertaining thereto), must complete the SAA Change Request Application and pay associated fees. Please see Bylaw 12.02 for specifics. Please note: Corporations are required to file changes with and obtain the approval of council prior to filing any such changes with the director of corporations.
4. **BUSINESS NAME REGISTRATION ACT:** All corporations wishing to apply for a name change to the Certificate of Practice in Saskatchewan must do so through Information Services Corporation. Unincorporated businesses which operate under a name other than their owners, may also be required to register its name change request with the Director of Corporations. Information may be obtained at www.isc.ca.
5. **CONSENT TO USE OF NAME:** Businesses required to register their name will need to obtain consent from the SAA. The name reservation form must be submitted with the complete Change Request Application. Once SAA Council approves the name change, a “Consent to Use of Name” letter will be mailed to the applicant. The applicant is required to complete the process with the Director of Corporations and return to the SAA a copy of their Saskatchewan Corporate Registry Profile Report showing that the approved name was indeed registered and that the corporate structure declared on the Change Request Application was set-up with the Corporations Branch. Upon receipt of this proof of corporate registration, the SAA will issue the Certificate of Practice. The firm shall not practice architecture in Saskatchewan **UNTIL** the Certificate of Practice is issued.
6. **LETTERHEAD REQUIREMENTS:** Letterhead must meet the requirements of SAA Bylaw 29 and shall display the name or names of all members who are shareholders of the firm or corporation. Non-members names displayed on the letterhead shall identify their qualifications.
7. **MULTIPLE OFFICE DECLARATION:** Firms with multiple office locations in Saskatchewan, including out-of-province firms with an office in Saskatchewan, are required to complete a Multiple Office Declaration for each additional office operated in Saskatchewan. Fees of \$52.50 (\$50 + \$2.50 GST), in Canadian funds only, are required to be remitted with each declaration.
8. **PARTNERSHIP OF CORPORATIONS:** Each corporation participating in the Partnership of Corporations is required to file changes in structure. Please see #3.



9. **LIABILITY INSURANCE:** All holders of a License to Practice with the Saskatchewan Association of Architects (SAA) are required to provide the association with confirmation of liability insurance. This insurance must cover the holder of a License to Practice against a liability claim to a minimum amount of \$250,000 for any one occurrence, and be provided by an insurer able to legally provide such coverage in Saskatchewan.
10. **SAA MEMBERS ABILITY TO PRACTICE ARCHITECTURE:** Only registered SAA members listed on the Licence to Practice application will be able to practice under the Certificate of Practice. Please complete this form to add or subtract SAA members who are eligible to practice under your Licence to Practice.
11. **VERIFICATION OF ITEMS SUBMITTED:** All documents submitted will be verified.
12. **APPLICATION FEE:** Fees of \$315.00 (\$300 + \$15.00 GST) in Canadian funds only, are required to be remitted with the Change Request Application.
13. **NO ELECTRONIC FILING:** Documents bearing original signature must be mailed to the SAA. Electronic submissions will not be accepted.
14. **COMPLETE PACKAGES:** Only complete application packages accompanied by fees will be accepted. Incomplete packages will be held for six to eight weeks and then returned or shredded.
15. **CONFIRMATION:** The SAA will forward a Certificate of Practice after the application has been approved by SAA Council. For those entities that are required to complete their corporate registration with the Director of Corporations, the Certificate of Practice will be issued after the Saskatchewan Corporate Registry Profile Report is submitted. Please see also #4.



Change Request Application

The SAA requires all members and Certificate of Practice holders to keep their records current and true.

Corporations are required to file any and all proposed alterations or amendments to its incorporating documents or bylaws or to its corporate structure, including any unanimous shareholder agreement pertaining thereto. Please see Bylaw 12.02 for specifics.

Additionally, all Certificate of Practice holders are required to use this form to file any changes to their Licence to Practice, i.e. change in firm name, change in corporate structure/ownership, addition/subtraction of registered members to the Licence to Practice, etc.

Please include a covering letter addressed to the Saskatchewan Association of Architects Council explaining in detail the change(s) requested.

Applications that are incomplete, attached to an email, or bearing electronic signature will be returned.

I am submitting this form to request approval for:

- a change of name
- a change in corporate structure/voting shareholders
- addition/deletion of SAA members associated with the Certificate of Practice
- addition/subtraction of a multiple office
- other: _____

Licence to Practice Name: _____

Name Change Request: _____

Business Address: _____

Telephone: _____

Email contact: _____

Please identify the SAA member and email address to whom you wish all electronic correspondence to be sent

Website Address: _____

Additional office(s) with SAA member(s) Yes No

If yes, mailing address: _____

Phone #: _____

Year firm established _____

Organization of Firm: Sole Proprietor Partnership Corporation Partnership of Corporations



Corporate Shareholders/Firm Principals:

Include ALL individuals holding voting shares, including any non-SAA members. Bylaw 12.01 states that corporations are required to have at least one Corporate Director and 51% of voting shares held by members of the association.

Bylaw 13.01 states that firms are required to have a majority of principals registered as members of the association

| SAA Member/Title and/or Corporation | Current Shares | Proposed Shares |
|-------------------------------------|----------------|-----------------|
| <input type="checkbox"/> | | |
| <input type="checkbox"/> | | |
| <input type="checkbox"/> | | |
| <input type="checkbox"/> | | |
| <input type="checkbox"/> | | |

Please explain the reasons for the corporate structure change – include addition of an SAA member to your Licence to Practice here:

Date the change of structure requested is anticipated:

Please carefully complete the checklist below. Incomplete submissions will be returned and may result in the delay of your requested changes to your Licence to Practice.

- I / WE hereby submit this Change Request Application for the SAA Licence to Practice currently held by the above noted practice, as required under *The Act* and Bylaws.
 - I / WE certify that the above noted practice presently holds a current Licence to Practice.
 - I/WE attach hereto a sample of the Firm's Letterhead and Business Cards incorporating the requested change, and is compliant with Bylaw 29 (no photocopies).
- or
- I / WE certify that the practice's letterhead and business cards are not required to change as a result of this request and are compliant with Bylaw 29.
 - I / WE declare hereto professional liability insurance coverage in the Province of Saskatchewan, as per Bylaw 26.10 and the current [Council Policy](#).



For a Name Change:

- I/WE have submitted the confirmation of name search request filed with the Saskatchewan Information Services Corporation, as required under the *Business Name Registration Act*.
- I / WE understand that a Certificate of Practice will not be issued until the Saskatchewan Corporate Registry Profile Report issued by the Saskatchewan Information Services Corporation confirming the completion of the name change has been received by the SAA, and that no business can be done under the new name prior to the SAA's issuance of the new Certificate of Practice.

For a Multiple Office Declaration/Change:

- I / WE are a Multiple Office Practice and have attached the required Multiple Office Declaration and fees of \$52.50 (\$50 + \$2.50 GST) for each location. Fees must be paid in Canadian funds only.

For a Corporate entity:

- I/WE attest that we are registered, and in good standing with the Federal and/or Saskatchewan Director of Corporations as a Corporate Entity.
- I/WE understand that the corporation shall obtain the approval of council thereto before effecting any such change.
- I/WE have enclosed corporation documents showing the distribution of corporate voting shares or business ownership.
- I/WE understand that an Annual Return showing the change in corporation must be submitted to the SAA within 30 days of filing with the Director of Corporations, and that a current annual return be filed with the SAA is a condition of renewal eligibility.

For a Partnership of Corporations entity:

- I/WE understand that alterations to any corporations holding voting shares is required to file changes with the SAA as applicable.
- I/WE understand that our change request will be considered incomplete until all the participating corporations have successfully filed their change request packages as applicable.
- I / WE enclose herewith payment in the amount of \$315.00 (\$300 + \$15.00 GST). Fees must be paid in Canadian funds only.

I declare the information in this application and contained in the supporting documents to be true.

| | | |
|-------------|------------------|------|
| | | |
| Member Name | Member Signature | Date |

| | | |
|-----------------------------------|-------------------|------|
| | | |
| Notary/Commissioner of Oaths Name | Signature & Stamp | Date |

FOR SAA USE

Received: _____ Date Approved: _____



Multiple Office Declaration

Firms with multiple office locations in Saskatchewan are required to complete a Multiple Office Declaration for each additional office they operate. Out-of-province firms with an office in Saskatchewan are also required to complete this form.

Legal Name of Practice: _____

Business Address: _____

Telephone: _____

Email contact: _____

Please identify the SAA member and email address to whom you wish all electronic practice correspondence to be sent

SAA Members at, or responsible for, the above location:

Architect

City

| Architect | City |
|-----------|------|
| | |
| | |
| | |
| | |

Please indicate the name of the architect(s) who has/have direct knowledge and supervisory control of the architectural services provided by this office:

Firms with multiple offices are required to complete the Multiple Office Declaration and pay the \$52.50 fee (\$50 + \$2.50 GST) for each location. Fees must be paid in Canadian funds only.



PAYMENT REMITTANCE FORM

CREDIT ACCOUNT OF:

NAME IN FULL:

(Surname) (First Name) (Initial)

BUSINESS ADDRESS:

(Street) (City) (Province) (Postal Code)

TELEPHONE

(Home) (Business) (Fax)

EMAIL:

REASON FOR
PAYMENT:

AMOUNT OF PAYMENT:

PAYMENT INFORMATION:

Cheque Visa Mastercard

NAME OF CARDHOLDER:

ACCOUNT #:

EXPIRY DATE:

SIGNATURE OF CARDHOLDER:

Personal information contained on this form is collected under the Freedom of Information and Protection of Privacy Act and will be used only for the purpose of responding to your request.