



# Permit to Practice Cancellation Request

Completed form must be submitted to [firms@egbc.ca](mailto:firms@egbc.ca) by the Responsible Officer.

Please note that Permit to Practice fees are non-refundable and non-transferable. Cancellation requests cannot be postdated.

In order to be eligible to cancel a Firm's Permit to Practice:

- a. **The Firm is no longer engaged in engineering or geoscience in BC.**
- b. **The Firm's website or other media does not indicate or suggest that it is still authorized to engage in engineering or geoscience within BC.**

If the Firm is incorporated in British Columbia and contains a **Restricted Word** you must change the Firm's name to remove the Restricted Word and provide a Certificate of Name Change or dissolve the Firm and provide a Certificate of Dissolution. If you have further questions about this process, please email [firms@egbc.ca](mailto:firms@egbc.ca).

Date of Submission: \_\_\_\_\_

Responsible Officer Name: \_\_\_\_\_

Permit to Practice Number: 100 \_\_\_\_\_

Firm Name: \_\_\_\_\_

**Please provide the reason for the request to cancel the Firm's Permit to Practice.**

- No longer working in BC
- Dissolution of Firm
- No longer providing engineering or geoscience services
- Retirement
- Merger or Acquisition
- Other

By signing this document, I, as the Responsible Officer for the Firm named above, declare that the Firm is not engaged in any ongoing engineering and/or geoscience work. I am aware of my obligations at sections 9 and 12 of the Responsible Officer Declaration at Schedule E of the Bylaws of Engineers and Geoscientists BC to provide up-to-date and accurate information, and to abide by any conditions or requirements directed by Engineers and Geoscientists BC related to the cancellation.

Signature of Responsible Officer: \_\_\_\_\_

Requests for cancellation may take up to 6 weeks, following which the results will be communicated to the Responsible Officer.

The Responsible Officer must submit complete form and, if applicable, any supporting documents to [firms@egbc.ca](mailto:firms@egbc.ca).