

COMPLIANCE AUDIT EXTENSION AND RESCHEDULING FORM

Individual registrants randomly selected for an individual audit are required under the Bylaws to participate in the audit process, including by submitting requested information and attending interviews within the allotted timeframes. The audit team considers requests for deadline extensions and interview rescheduling on a case-by-case basis.

Extension or rescheduling requests can be made by completing the application form below and submitting it to individualaudits@egbc.ca or alternatively, by emailing individualaudits@egbc.ca and providing all information requested in the form below. Registrants must provide as much detail as possible to outline the reason for an extension or rescheduling request. Additional documentation supporting your extension or rescheduling request can be included as an attachment to this form.

You may wish to review our extensions and rescheduling FAQs here: [Individual Audit Program FAQs](#)

Note: If granted, your extension or rescheduling request will apply to the specific pending task or upcoming interview only, and you must submit a new request if needed for another task or interview.

REGISTRANT INFORMATION			
Name and Designation:		Registrant ID:	
Email Address:			
Request type:	<input type="checkbox"/> Deadline Extension	<input type="checkbox"/> Interview Reschedule	

EXTENSION AND RESCHEDULING INFORMATION	
If requesting a deadline extension to a pending task, or an interview reschedule , provide the earliest date that you could complete the pending task:	

REASON FOR EXTENSION OR RESCHEDULING REQUEST

Choose one or all of the following that apply and provide additional details in the space provided below:	<input type="checkbox"/> Short-term sickness or medical issue. ¹	<input type="checkbox"/> Out of the country for personal or work travel.
	<input type="checkbox"/> Unexpected family or professional obligations, not including day-to-day occurrences that the registrant would reasonably be expected to plan for.	<input type="checkbox"/> Uncontrollable situations affecting your ability to meet a deadline or attend an interview.
	<input type="checkbox"/> Other Extenuating Circumstance	
Please provide additional relevant details to support your extension or rescheduling request (Required): 		

DECLARATION

I hereby declare that the information presented above is true to the best of my knowledge and that I have not withheld any information that may have a bearing upon the consideration of this application.

Signature:		Date:	
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¹ Note: If you are on a pre-existing parental, medical, or compassionate care leave, you may qualify for an individual audit exemption. Review the criteria and apply for an exemption here: <https://www.egbc.ca/Registrants/Practice-Resources/Individual-Audit-Program/Individual-Compliance-Audit-Exemption>