



CON/REN19/2018

1<sup>st</sup> October 2018

To Private Sector Companies (non-Engineering Offices)

**SUB: REQUIRED DOCUMENTS FOR RENEWAL OF ENGINEERS' LICENSES (2019)**

The Council for Regulating the Practice of Engineering Professions (CRPEP) would like to remind you that in accordance with Law No. (51) of 2014 Article (15) "the license period shall be one year. This period may be renewed upon submitting an application within a period not exceeding thirty days from the date of its expiry.

*In case there is a delay in the submission of a renewal application without excuse, to be considered by the Council an additional fee of BD.10 shall be imposed for each day of delay for a maximum of 30 days upon the lapse of such, the license shall be cancelled from the Register and the licensee shall be notified pursuant to the procedures set forth in the Implementing Regulations. Registration of a cancelled license shall not be renewed unless a new license application is submitted which shall be processed and dealt with a new application."*

Please confirm in writing the engineers list in your Company "name, job title and CPR Number".  
(fill in the attached renewal request form)

**Documents for renewal should be brought to the Council's office as early as possible for authentication. The Council seeks your co-operation in ensuring that your license renewals are completed before 30 days of the expiry date.**

Please note that all payments should be made by Cash, Debit/Credit Card or Cheque in the name of the Council for Regulating the Practice of Engineering Professions (CRPEP).

Thank you for your cooperation.

Yours faithfully,

A Majeed Al Qassab  
Chairman

Encls: Renewal Request Form – Private Sector Companies (non-Engineering Offices)



## Renewal Request Form – Private Sector Companies (non-Engineering Offices)

### Company's Details

Company Name (as per CR)

Company EPP#

### Engineers' Details

No.	Name (first, second and family name)	CPR No. (Passport no. for nonresident applicants)	Nationality	CRPEP License No. (Copy of 2018 CRPEP License to be attached to this form)
1				
2				
3				
4				
5				

Details of additional Engineers can be provided in a separate sheet and attached to this form

### Declaration:

I hereby declare that the details furnished above are true and correct to the best of my knowledge and belief and I undertake to inform you of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it.

Authorised Signatory: \_\_\_\_\_ CPR No: \_\_\_\_\_ Designation: \_\_\_\_\_ Signature: \_\_\_\_\_

**Note:** This form to be completed, signed, scanned and submitted (in pdf format) along with a softcopy of the same form (in word format).

### Checklist (for CRPEP use only)

Received by (employee):	Date of Submission:	Invoice Number:	Receipt Number: