

25 September 2017

To Private Sector Companies (non-Engineering Offices)

**Sub: REQUIRED DOCUMENTS FOR RENEWALS OF CRPEP LICENSES (2018)**

The Council 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 as registered at Social Insurance Organization (SIO). (name, job title and CPR No.).

**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 Cheque in the name of the Council for Regulating the Practice of Engineering Professions (CRPEP), Debit/Credit Card or Cash.

Thank you for your cooperation.

Yours faithfully,



A Majeed Al Qassab  
Chairman