



ENG/OFF/2020-REN/2019

22nd September 2019

To Engineering Offices

**SUB: REQUIRED DOCUMENTS FOR RENEWAL OF
ENGINEERING OFFICES' LICENSES (2020)**

The Council for Regulating the Practice of Engineering Professions (CRPEP) would like to remind you that the licenses for your office and for engineers employed by your office will expired on 31st December 2018. 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."

You are required to confirm in writing the following:

1. Engineering disciplines.
2. Engineers list in your office you wish to renew for 2020 "name, CPR Number and job title).
3. Copy of Professional Indemnity (PI) Insurance Policy as per Annex (5) of the Executive Regulation.
4. Copy of a valid Engineers CRPEP License.
5. List of employees on your office as registered by the Social Insurance Organization (SIO) (name, CPR Number and job title).

Documents for renewal should be brought to the Council's office as early as possible for authentication. The Council wishes to reiterate that renewal request can be submitted starting from 1st October 2019 till 31st December 2019, which is the last day to finalize all licensing formalities, as any delay will only affect renewal of licensing for which the Council will not be responsible and penalties will be imposed. The Council seeks your co-operation in ensuring that your license renewal is completed before 31st December 2019.

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 or CRPEP.

Thank you for your cooperation.

Yours faithfully,

A Majeed Al Qassab
Chairman