

25 September 2017

To: Engineering Offices

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

The Council would like to remind you that the licenses for your office and engineers employed by your office will be expired on 31st December 2017. 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 as registered at Social Insurance Organization (SIO). (name, job title and CPR No.)
3. Copy of Professional Indemnity (PI) Insurance Policy as per Annex 5 of the Executive Regulation.

Documents for renewal should be brought to the Council's office as early as possible for authentication. The Council wishes to reiterate that 31 December 2017 is the last day to finalize all licensing formalities, as any delays 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 renewals are completed before 31st December 2017.

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.

Yours faithfully,



A Majeed Al Qassab
Chairman