



ENG/OFF/REN19

1st October 2018

To Engineering Offices

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

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: (*fill in the attached renewal request form*)

1. Engineering disciplines.
2. Engineers list in your office "name, job title and CPR Number).
3. Copy of Professional Indemnity (PI) Insurance Policy as per Annex (5) of the Executive Regulation.
4. Updated contact details form "by E-mail"

Documents for renewal should be brought to the Council's office as early as possible for authentication. The Council wishes to reiterate renewal request can be submitted starting from 1st October 2018 till 31st December 2018, 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 2018.

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 – Engineering Office License



Renewal Request Form – Engineering Office License

Engineering Office's Details

License Number	Office Name (as per CR)	Required Disciplines	Professional Indemnity Insurance (PII)	<input type="radio"/> Available (Copy of PII to be attached to this form)
Cat.	CR. Number			<input type="radio"/> Not Available

Engineers' Details

No.	Name (first, second and family name)	CPR No. (Passport no. for nonresident applicants)	Nationality	Discipline	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: _____

(Owner or Resident Manager – FB Offices)

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)

1. Construction Site Survey	<input type="radio"/> Completed <input type="radio"/> Not Completed	<input type="radio"/> Notes	
2. Updated contact details form	<input type="radio"/> Completed <input type="radio"/> Not Completed	<input type="radio"/> Notes	
Received by (employee):	Date of Submission:	Invoice Number:	Receipt Number:



Updated Contact Details Form

Engineering Office's Details

License Number	Office Name (as per CR)	Number of Offices / Branches
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Key Contact Person (Owner or Resident Manager in case Foreign Engineering Office)

No.	Name	Direct Number (Land Line)	Mobile Number	Email	Email Owner (Name and Designation)
1.					
2.					

Contact Details (Office)

No.	Office Number (Land Line)	Fax Number	P.O. Box	Email	Email Owner (Name and Designation)
1.					
2.					

Physical Address Details (main office and branches)

No.	Area	Building Number	Building Name	Office Number	Road Number	Block Number
1.						
2.						

Official Web-site and Social Media Accounts

No.	Web-site	Instagram	Linkedin	Twitter	Facebook	Others
1.						
2.						

Additional details 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: _____

(Owner or Resident Manager – FB Offices)

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)

1. Engineering Office License Renewal Requirements	<input type="radio"/> Completed	<input type="radio"/> Not Completed	<input type="radio"/> Notes
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Received by (employee):

Date of Submission: