

Policy on Corporate Permit Extensions

Purpose

This policy outlines the procedures for an existing NSAA Corporate Permit holder to request an extension to comply with its required ownership structure as a result of a change in the company and/or its officers, directors, employees, or shares.

This may include, but is not limited to, the following situations that may occur:

- An officer/director in the company resigning or retiring, making the corporate permit non-compliant with the requirements regarding majority of shares and/or officers and directors.
- A new individual is made an officer/director/shareholder, making the corporate permit non-compliant with the requirements regarding majority of shares and/or officers and directors.

In the event that the request is granted, the corporate permit holder will be given a defined time to have additional individuals in their firm apply to become licensed architects with the NSAA to comply with various ownership requirements.

Procedure

All Extension Requests will be reviewed on a case by case basis. Though a request for extension to comply with ownership requirements may be made, all other required Corporate Permit items must be complied with at the time that the application is due, such as completed application, payment, insurance, etc.

An Extension Request must be made in writing to the Board of Registration (via the Registrar), detailing all available information, including the reason for the request, the timeline of expected compliance, and any other information believed to be relevant to the request. The request must also be received at the NSAA no later than the deadline for corporate permit application of the current year.

All Extension Requests, and their subsequent discussions/arrangements, will be kept confidential. Please note that it is a Corporate Permit holder's responsibility to ensure that its company is in compliance with the requirements of the corporate permit, and that all licensed architects employed with the company are in good-standing with the NSAA.