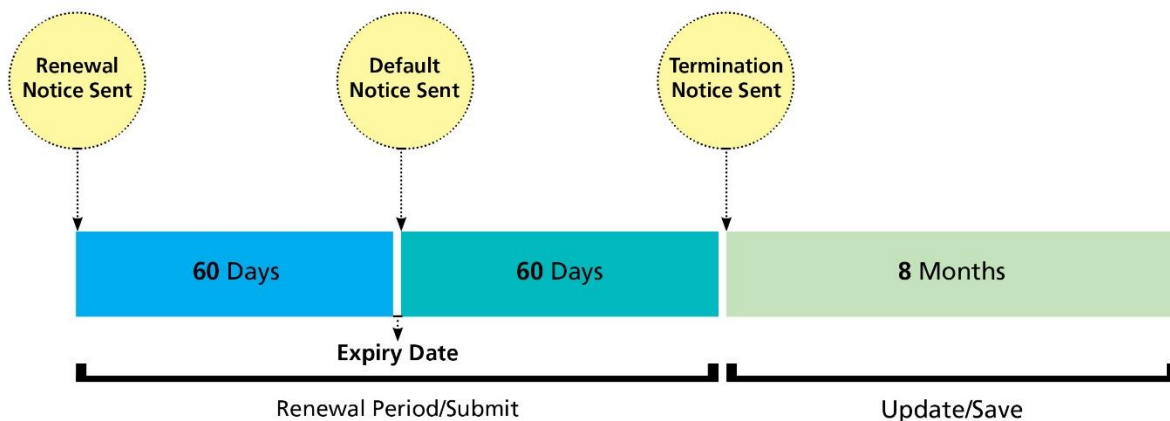




### What you will need to complete your certificate of authorization renewal application

- ✓ Names and contact information of directors (up to 3)
- ✓ Licence number of engineers responsible for engineering services
- ✓ See [Licence holder directory](#) to acquire licence numbers
- ✓ Description of engineering services
- ✓ Number of employees/number of engineers
- ✓ Liability insurance information
  - If your CofA requires insurance the name of insurer, policy number and expiry date
- ✓ Credit card number if paying online

### The certificate of authorization renewal process explained



#### Renewal Period - 60 days prior to expiry to 60 days after expiry

- Online application is open and can be submitted  
(Note: Applicant can make changes to the application up to the point the application is submitted)

#### Non-Renewal Period - 61 days after expiry to 61 days before next expiry date

- Online application is available to be updated and saved (not submitted)

#### Renewal Process and Communications

- 60 days before your C of A renewal expiration, an email notification is sent to your contact licence holder directing them to go online and complete the renewal application
- If the application and payment are not received by the expiration date, the day after expiration a default email notice is sent to the company's email address on record

- If the application is only partially completed, an email will be sent 7 days after expiration
- At 61 days after expiration, if the application and payment have not been received, PEO will send a termination notice and your C of A will be closed. If your C of A is closed, reinstatement requires your company to submit a new C of A application (\$400) and pay the annual fee (\$400)