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##### **CHECKLIST FOR MEMBERS RELINQUISHING THEIR LICENCES**

I’m \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_CLS and am relinquishing my CLS licence with the Association of Canada Lands Surveyors. Before doing so, I have considered the following issues:

1. Do I have unfinished project(s) on Canada Lands or private lands in the territories? Yes No

(the word “unfinished” means projects were there is a need for more tasks to be performed by CLS to satisfy a client requirements such as for example a project where monuments have been placed but no plan was drafted or field notes recorded.)

If yes, have you made arrangements for the project(s) to be taken over by another licensed CLS? Yes No

Note: If in a project, you placed survey monuments in the field but no plan was recorded in the CLSR, the Association strongly recommends that you record field notes so that other surveyors may refer to these in the future.

1. Do you have survey document(s) that are destined to be recorded but are held up for reasons such as waiting for approval(s) or signature(s) for example? Yes No

If yes, have you made arrangements for the project(s) to be taken over by another licensed CLS? Yes No

1. If you did not practice as a federal or provincial public servant, did you make arrangements to protect yourself and your close ones financially by taking past action professional liability insurance? Yes No
2. Please provide the location of where your survey files will be stored.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Note: If you have questions or concerns about the above mentioned items, please contact the Association of Canada Lands Surveyors Registrar for assistance.**

I acknowledge that:

(a) I have read the Association General By-laws and understood the benefits, obligations and restrictions of membership as a Member; and will keep up-to-date on amendments to the by-laws; and

(b) in the event that I wish to begin to engage in the practice of land surveying on Canada Lands and private lands in the territories again, that I will inform the Association immediately, and will apply membership as a Regular Member, and a licence in accordance with the Canada Lands Surveyors Act and regulations as appropriate.

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_