

This sample agreement form may be used when members who are not employees decide to permanently stop practicing engineering. It may also be used to arrange for a transfer of records in the event that members die or become permanently incapacitated, and therefore unable to practice the profession.

**Engineer transferring his or her records (hereinafter “the Transferor”):**

Name : \_\_\_\_\_ Member no. : \_\_\_\_\_  
Address : \_\_\_\_\_ Telephone no. : \_\_\_\_\_  
\_\_\_\_\_ E-mail : \_\_\_\_\_

**Engineer to whom the records are transferred (hereinafter “the Transferee”):**

Name : \_\_\_\_\_ Member no. : \_\_\_\_\_  
Address : \_\_\_\_\_ Telephone no. : \_\_\_\_\_  
\_\_\_\_\_ E-mail : \_\_\_\_\_

**Object of the agreement**

The Transferor transfers to the Transferee all records, books, registers, products, substances, apparatus and equipment in his or her possession at the time of the transfer. The Transferor authorizes the Transferee to take possession of them regardless of where they are located.

**Effective date of the agreement**

The transfer takes effect as of:

- the date on which the Transferor dies;  
 the date on which the Transferor becomes unable to practice the profession;  
 the following date: \_\_\_\_\_.

If the parties have agreed on more than one effective date, the agreement will take effect on the first of the dates to occur.

**Obligations of the Transferee**

The Transferee takes possession of the transferred records. For that purpose, he or she must in particular:

- take the necessary measures to safeguard the interests of the Transferor's clients;
- make sure that the rules on the confidentiality of the information contained in the Transferor's records and registers are respected.
- respect a person's right to consult and obtain copies of the documents concerning the person and contained in a record made in the person's regard.

The Transferee will publish a notice twice, at a 10-day interval, in a newspaper serving the region where the Transferor practiced or send a notice in writing to each client of the Transferor concerning the transfer of records.

This notice will contain the following information:

- the date on which possession of the records will be taken and the reason for the transfer;
- the period of time that clients have to accept the transfer, take back from the record the items that belong to them, or request that the items be transferred to another professional;
- the Transferee's addresses and telephone number and the office hours when the Transferee can be reached.

This notice will be published or sent within 30 days of the date on which possession is taken of the records. A copy of this notice will be sent to the secretary of the OIQ.

The Transferee will immediately notify the secretary of the OIQ if he or she cannot execute this agreement.

Signed on \_\_\_\_\_ in \_\_\_\_\_  
Date Location

\_\_\_\_\_  
The Transferor

\_\_\_\_\_  
Signature

\_\_\_\_\_  
The Transferee

\_\_\_\_\_  
Signature

The Transferor must send a copy of this agreement to the secretary of the OIQ, either 21 days before the date on which the Transferor intends to cease practicing or within 15 days of the date on which the Transferor is permanently struck from the roll or his or her permit is revoked.

If the Transferor dies or is incapacitated, the Transferee or another authorized individual must send the copy of the agreement to the secretary of the OIQ within 15 days of the date on which the Transferor dies or becomes incapacitated.