

This sample agreement form may be used when members who are not employees decide to temporarily cease practicing their profession or temporarily restrict their right to practice, or are struck from the roll or subject to a restricted right to practice, provided it is temporary, provisional or valid for an indefinite period of time and they intend to resume practice of the profession at a later date.

Engineer granting custodianship of his or her records (hereinafter “the Transferor”):

Name : _____ Member no. : _____
Address : _____ Telephone no. : _____
_____ E-mail : _____

Engineer acting as provisional custodian (hereinafter “the Custodian”):

Name : _____ Member no. : _____
Address : _____ Telephone no. : _____
_____ E-mail : _____

Object of the agreement

The Transferor temporarily entrusts to the Custodian:

- all his or her records, books, registers, substances, apparatus and equipment;
 the records, books, registers, substances, apparatus and equipment related to the following field(s) of engineering:

Term of the agreement

This agreement is effective as of _____. It ends on the date when the Custodian is notified of the Transferor's resumption of professional practice or the end of the restriction or suspension of the latter's right to practice.

Obligations of the Custodian

The Custodian will ensure provisional custody 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.

In the event that the Transferor is struck temporarily from the roll **for more than 6 months**, the Custodian 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.

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 provisional custody, take back from the record the items that belong to them, or request that the items be transferred to another professional;
- the Custodian's addresses and telephone number and the office hours when the Custodian 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 Custodian 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 Custodian

Signature

The Transferor must send a copy of this agreement to the secretary of the OIQ, either within 15 days of the date on which he or she is struck from the roll or his or her right to practice is restricted or suspended, or 21 days before the date on which the Transferor temporarily ceases to practice.