

Temporary registration or renewal application of **Services Provision**

Dear Sir, Madam,

We are pleased that you wish to declare your services provision with the Ordre Régional des Architectes [Region].

Here are the requirements for your temporary registration application:

- 1 - What is services provision?** Erreur ! Signet non défini.
- 1.1 Definition** Erreur ! Signet non défini.
- 1.2 Conditions** Erreur ! Signet non défini.
- 1.3 Procedure** **2**
- 2 - What are service provider obligations?** Erreur ! Signet non défini.
- 3 - How to make an application?** Erreur ! Signet non défini.
- 4 - What documents to provide for first application?** Erreur ! Signet non défini.
- 5 - What documents to provide for renewal?** **5**

Note: For all documents written in a foreign language, please also submit the original of their French translation.

1 - What is services provision?

1.1 Definition

Declaration of a service provision enables you to practice the profession of architect in France on a temporary and occasional basis, without being registered with a Conseil Régional de l'Ordre des Architectes (clause 10-1 of Architecture Act 1977).

Note: In the event of full-time practice on French territory, a European architect must apply for registration (and/or registration of a future branch of their European company) with the French Ordre des Architectes. Application forms can be downloaded from the website: <https://www.architectes.org/dossier-de-demande-d-inscription-et-pi%C3%A8ces-justificatives>

1.2 Conditions

The professional qualification of the applicant must be recognised by the French State. List of recognised qualifications can be consulted on the Conseil National de l'Ordre des Architectes website: <https://www.architectes.org/node/19531>

The applicant must be established in either:

- another Member State of the European Union;
- Member State of the European Economic Area (Iceland, Norway, Liechtenstein); or
- in Switzerland.

Companies established in one of these States may also undertake services provision by a salaried architect or partner whose qualification is recognised by the French State.

Note: If the applicant is not established in one of these European States, s/he should contact the International Service of the Conseil National de l'Ordre des Architectes (+33 (0)1 56 58 67 00) about the procedure and conditions to declare a services provision.

1.3 Procedure

Services provision requires an annual declaration to the Conseil de l'Ordre des Architectes in the region where the first provision of services is located. Documents to provide are listed on pages 5 and 6.

Authorisation to provide services can be renewed for an additional period of one year if the service provider intends to continue to provide her/his services in France on a temporary or occasional basis.

2 - What are service provider obligations?

The service provider is subject to the same professional, ethical and disciplinary regulations that apply to architects registered with the French Ordre des Architectes (clause 10-1 of Architecture Act).

Legislation governing the profession of architect in France which the service provider must also respect can be consulted on the Conseil National de l'Ordre des Architectes website: <https://www.architectes.org/textes-de-loi>

We recommend that you consult:

- the Architecture Act 1977; and
- the Architects Code of Professional Conduct.

In the event of a breach of the Code of Professional Conduct, the service provider may be disciplined by a Régional disciplinary chamber.

S/he should inform the Conseil Régional of all changes that occur in her/his professional activity including any change of address.

S/he should inform the Conseil Régional of any personal or professional interests with a natural person or company that undertakes business whose objective is to profit directly or indirectly from construction

The service provider also has the obligation to provide evidence that s/he has professional liability insurance. S/he sends an insurance certificate when declaring or renewing a services provision.

3 - How to make an application?

You submit a completed application to the Conseil Régional, either by:

- email, or
- post with recorded delivery

Note: Incomplete applications delay registration (refer below).

Only send your application after having collated all documents listed on page 5.

If within 15 days you have not received acknowledgment of receipt of your email or letter, telephone the Conseil Régional Service du Tableau to confirm that the application has been received.

The Conseil sends you its decision by email or letter within one month from the receipt of the completed application.

Upon receipt of the official temporary registration notification, you can commence your appointment in France.

Important: Do not sign any architect appointment agreement until you have received notification from the Conseil Régional that your services provision has been registered.

Specific cases:

- In the event of the receipt of an incomplete application, the Conseil sends you by email and registered letter a request for additional documents. Temporary registration will take place within two months of receipt of all documents.
- In the event of a substantial difference between your professional qualifications and training required in France, the Conseil may request you by registered post to take an aptitude test with the Commission d'Evaluation des Qualifications Professionnelles pour la Libre Prestation de Services of the Conseil National de l'Ordre des Architectes (clauses 12 and 13 of Decree No. 2009 1490 on the recognition of professional qualifications to practice the profession of architect).

4 - What documents to provide for first application?

PLEASE NOTE:

Incomplete applications delay registration: only submit your application after all the documents listed below have been collated.

- 1) Application form (pages 7 to 10) completed and signed by the applicant.
- 2) Professional indemnity insurance certificate:
 - to cover future activity of the applicant on French territory for a period of one year;
 - provided directly (and not through a broker) by a French or European insurance company (list of approved European insurance companies can be consulted on the Autorité de Contrôle Prudentiel et de Résolution website); <https://acpr.banque-france.fr/autoriser/registre-des-organismes-dassurance> and clicking on the link 'Liste des entreprises d'assurances';
 - in compliance with the standard model on page 12; and
 - to cover explicitly the applicant - if s/he acts as a partner or employee of a European business, the company name should also figure on the certificate.
- 3) Copies of degrees, diplomas and other qualifications of the architect service provider; list of qualifications recognised by the French State can be consulted on the Conseil National de l'Ordre des Architectes website: <https://www.architectes.org/node/19531>

- 4) Proof of identity: photocopy of service provider identity card or passport.
- 5) Statement issued by the competent authority in the country where established, dated less than three months, certifying that the applicant is lawfully established in that State and that there is no administrative or disciplinary sanction that prevents her/him from pursuing the profession of architect.
- 6) If the applicant wishes to practice as a partner or employee of a European company: a mandate issued by the legal representative of that company, certifying that the applicant is its representative for activity on French territory.
- 7) French translations of all documents listed above that are not in French, bearing the stamp of an official or sworn translator.

5 - What documents to provide for renewal?

NOTE:

Do not wait until the end of the previous registration period to submit your renewal application. Send the application at least one month before the expiry date.

Incomplete applications delay registration. Only submit your renewal application after all the documents listed below have been collated.

Note: In the event of practice on a full-time basis on French territory, the European architect must apply for registration (and/or registration of any branch office of her/his European company) with the French Ordre des Architectes. The registration application form can be downloaded on the website <https://www.architectes.org>; under the heading "Exercer la profession/S'inscrire à l'Ordre".

- 1) Application form (pages 7 to 10), completed and signed by applicant.
- 2) Professional indemnity insurance certificate:
 - to cover future activity of the applicant on French territory for a period of one year;
 - provided directly (and not through a broker) by a French or European insurance company (list of approved European insurance companies can be consulted on the Autorité de Contrôle Prudentiel et de Résolution website) <https://acpr.banque-france.fr/autoriser/registre-des-organismes-dassurance> and clicking on the link 'Liste des entreprises d'assurances';
 - in compliance with the standard model on page 12; and
 - to cover explicitly the applicant - if s/he acts as a partner or employee of a European business, the company name should also figure on the certificate.

- 3) Statement issued by the competent authority in the country where established, dated less than three months, certifying that the applicant is lawfully established in that State and that there is no administrative or disciplinary sanction that prevents her/him from pursuing the profession of architect.
- 4) If the applicant wishes to practice as a partner or employee of a European company: a mandate issued by the legal representative of that company, certifying that the applicant is its representative for activity on French territory.
- 5) French translations of all documents listed above that are not in French, bearing the stamp of an official or sworn translator.

Application form to declare a free services provision

Conseil Régional use only

CROA N°	National Listing N°	<input type="checkbox"/> 1st listing <input type="checkbox"/> Renewal
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Application:

submitted:

received:

Additional document(s):

requested:

received:

Receipt issued:

.....

Decision:

registered:

application still incomplete

Reason:

1. Applicant identity

1.1 Civil status

Mr

Mrs/Miss/Ms

Surname

Forename

Surname at birth

Other forenames

Date of birth

Place of birth (town)

Country of birth

Nationality

1.2 Form of practice

- Sole practitioner
- Company partner
- Company employee
(give company name)

2. Addresses

2.1 Private address

Street.....
.....
Postcode.....Town.....
Country.....
Telephone.....

2.2 Business address

Street.....
.....
Postcode.....Town.....
Country.....
Telephone..... Mobile.....
Email.....
Website.....

2. Architecture degree & Qualifications

Degree
School.....
Country.....
Degree title or abbreviation.....
Graduation date.....

Authorisation to practice
(clause 10-1 of Architecture Act 1977)

Authorisation

Authorisation date

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Aptitude Test

Test date.....

Test result:

approved

not approved

Commission decision date

3. First project undertaken in region

Client name:

Project location (exact address):

Client status (tick):

Private (natural person)

French property developer (head office in France)

French private company (head office in France)

Subsidiary of foreign private company (head office outside France)

French public administration

French public company

Other (specify):

.....

5. Renewal application

Conseil Régional where you are registered?

.....

Listed date

Listed number

Reason deleted from register:

- non-renewal
- disciplinary sanction

6. Obligations of service providers registered with the Ordre des Architectes

The applicant undertakes to:

- ❖ inform the Conseil Régional of personal and professional interests with a natural person or company undertaking business whose purpose is to profit directly or indirectly from construction.
- ❖ declare planning and development applications in her/his personal space on the website: <https://www.architectes.org/user>
- ❖ declare continuing professional development or additional training s/he undertakes in her/her personal space on the website: <https://www.architectes.org/user>
- ❖ inform the Conseil Régional of any change in address or activity.

The applicant confirms information given on this form and in her/his application is correct and authorises the Ordre des Architectes to undertake all necessary checks.

Pursuant to clause 27 of 78-17 Act in respect to data processing, files and individual liberties, the right to access and rectification can be exercised through the Conseil Régional de l'Ordre des Architectes.

Signedin

Insurance certificate model in compliance with French regulations

(Statement to be produced on insurance company letterhead)

The insurance company.....

attests to have issued

the architect.....

representative of company

policy N°

to cover the liability that may be incurred by the professional acts that s/he undertakes or the acts of her/his employees

from (day/month/year).....

to (day/month/year).....

This policy satisfies the obligations stipulated in the Architecture Act 1977 and Act No. 78-12 in respect to liability and insurance in the domain of construction.

It complies with the requirements of clause 16 of Architecture Act 1977 as well as standard clauses stipulated in Annexe I of clause A.243-1 of Code of Insurance.

This certificate cannot bind the insurance company beyond the conditions and limits of the policy to which it refers.

Signed at _____ date _____

Insurance company official stamp¹ (required)

¹ This certificate should be issued by a French insurance company or one recognised by the l'Autorité de Contrôle Prudenciel et de Résolution.
It cannot be signed by the insured or a broker.