



## ANNOUNCEMENT FOR RENEWAL OF ANNUAL MEMBERSHIP AND PRACTICING LICENCES FOR RAPEP MEMBERS IN CLASS A & B

The Rwanda Association of Professional Environment Practitioners (RAPEP) wishes to inform all registered members in both Class A and B that the process to renew their Annual Membership and Practicing Licenses for the year 2022/2023 is now open. All individual members in their respective practicing categories as well as the firm of experts are requested to submit their applications and proof of payment of non-refundable membership and licensing fees to RAPEP offices or on our email [info@rapep.org.rw](mailto:info@rapep.org.rw).

Applications are received every day from Monday to Friday starting from 9.00 am to 5.00 pm. Please note that the deadline for submission of Applications and payment for membership and practicing licenses shall be 15<sup>th</sup> June 2022 and renewal applications submitted after this date will not be considered in order to comply with the deadline to publish the updated list of RAPEP Members for the year 2022/2023 as stipulated under Article 39 of the law establishing RAPEP

1. Checklist of requirements for renewal of membership and practicing licenses for individual experts in class A and B for the year 2022/2023:
  - a. Application letter addressed to the Chairperson requesting for the renewal
  - b. A copy of 2021/2022 membership certificate/ practicing license of the applicant
  - c. Proof of payment of annual membership and licensing fees as was adopted by the 2019 General Assembly
  - d. Proof of clearance(payment) of any outstanding arrears of membership/licensing fees
  - e. Equivalences for the degree certificates obtained from foreign higher institutions of learning to any member who has never submitted them to RAPEP
  - f. Proof of payment of a fine of Rwf 50,000 for all applicants who failed to attend the 2022 General assembly Meeting that was held on 25<sup>th</sup> March 2022 without a justified reason (As was adopted by the General Assembly Meeting of 25<sup>th</sup> March 2022)

2. Checklist of requirements for renewal of membership and practicing license for the Firm of Experts

- a. Application letter addressed to the Chairperson requesting for the renewal
- b. A copy of Company Registration Certificate from RDB to provide evidence of a shareholder in the category of lead expert in the Company
- c. Copy of valid Tax Clearance Certificate from RRA and RSSB
- d. A copy of 2021/2022 membership certificate / practicing license of the applicant
- e. Proof of payment of annual membership and licensing fees as was adopted by the 2019 General Assembly
- f. Proof of clearance(payment) of any outstanding arrears of membership/licensing fees

Dated this 31<sup>th</sup> day of March 2022

Richard Ngendahayo  
Chairman of RAPEP

