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KAMRA TAL-PERITI

To support members of the profession in achieving excellence in their practice of architecture and engineering in the interest of the community

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CIRCULAR TO ALL WARRANT HOLDERS

Procedure for when a *Perit* discontinues a commission and/or when another *Perit* is engaged to take over

The *Kamra tal-Periti* would like to draw the attention of all Warrant Holders to the correct procedure to be adopted by *Periti* in cases when a commission undertaken on behalf of a Client is discontinued for any reason and/or when a *Perit* assumes responsibility for a commission originally undertaken by another *Perit*.

Warrant Holders are to note that these procedures apply equally to all cases across the board irrespective of whether the Client has decided not to retain the services of his original *Perit* any further or whether the *Perit* has decided to withdraw from the work for his own reasons. Moreover, the procedure also applies irrespective of whether there remain any outstanding issues between the original *Perit* and the Client or whether the Client decides to retain the services of another *Perit* or not.

Upon being informed by the Client that his services are no longer required or upon deciding not to pursue the commission any further, the *Perit* shall furnish the Client with a formal letter notifying his withdrawal and stating that he is no longer acting on behalf of said Client on the commission in question, together with an endorsed '*Change of Architect*' form (*if the work involves MEPA applications*). A copy of the covering letter is also to be sent to the appropriate authorities (*where applicable*), and any stakeholders involved.

All *Periti* are to note that the withholding of the '*Change of Architect*' form in such cases is considered to be a breach of Professional Conduct as is the resulting (*or any other form of*) obstruction of assumption of the work by any other *Perit* that the Client may subsequently wish to engage. Any pending issues such as outstanding fees or similar, that may exist between the Client and the original *Perit* are to be dealt with separately and do not constitute an acceptable reason for withholding the necessary documentation or for obstructing another *Perit* from resuming the work.

In cases where a *Perit* accepts a commission originally commenced by another *Perit*, correct procedures are also to be followed. Upon being engaged by the Client, the second *Perit* shall contact the first *Perit* and inform him formally in writing that he has been engaged by the Client to continue the works and shall also request an endorsed '*Change of Architect*' form (*where applicable*) unless this has already been furnished.

It is to be noted that the failure to inform a colleague of the intention to assume a commission originally commenced by the said colleague or the obstruction of the continuation of a commission by a colleague when one discontinues the said commission or is no longer retained by the client, are considered to be a breach of professional conduct. The Kamra tal-Periti will take a serious view of any such incidents and any such cases brought to its attention will be dealt with accordingly.

D. Vella Lenicker
Chairman – Professional Practice