

# **Payment Terms of the Architects Registration Bureau (*Bureau Architectenregister*)**

**Applicable as from 1-1-2022**

## Article 1. Definitions

In these payment terms, the following definitions shall apply:

**Demand for payment:** if an invoice is not paid on time, following a reminder, we will send a demand for payment, including a new payment term. We will charge a fee for sending a demand for payment. This fee will be in addition to the original invoice.

**Administrative costs:** the costs that we will charge if a registree does not pay the annual contribution by direct debit. Administrative costs is also understood to mean the costs that we will charge in the event of payment of the professional practice experience in instalments and in the event that a professional experience period participant does not show up to an agreed meeting.

**Architects' Register:** there is an architects' register in which one can be registered as an architect, urbanist, garden and landscape architect or interior architect if the requirements set under or pursuant to the Dutch Architects' Title Act are met. Someone may only cite the title architect, urbanist, garden and landscape architect or interior architect, or an abbreviation thereof, if that person is registered under this title in the Dutch architects' register.

**Professional practice experience (*Beroepservaringsperiode*, BEP):** The Architects Registration Bureau executes the independent route of the BEP.

**The Architects Registration Bureau (*Bureau Architectenregister*):** The Architects Registration Bureau (*Bureau Architectenregister*) is responsible for the management of the Dutch architects' register. The Bureau has legal personality and is located in The Hague. The Dutch Non-Departmental Public Bodies Framework Act is applicable.

**Reminder:** if an invoice is not paid on time, we will send a reminder, including a new payment term.

**Registree:** any natural person who has registered in the architects' register under one or more discipline.

**Registration fee:** a fee in order to be able to be registered in the architects' register (in accordance with Section 13, subsection 2(a) of the Dutch Architects' Title Act).

**Registration:** after we have received and processed the registration fee and the proportional annual contribution, the applicant is registered. The registree will receive access to the personal digital environment and can download proof of registration there, decide about the degree of visibility in the online architects' register and keep the annual 16 hours of compulsory supplementary and refresher training up to date.

**Annual contribution:** the registree shall owe a fee immediately upon registration in the register and furthermore each time after one year has passed (in accordance with Section 16, subsection 1 of the Dutch Architects' Title Act).

**Proportional annual contribution:** The Architects Registration Bureau will charge 1/12 of the annual contribution for each month in the current calendar year that someone is registered.

Personal digital environment: the invoices sent by the Architects Registration Bureau can be consulted in this environment, which can be accessed via our website.

Deregistration and re-registration: The Architects Registration Bureau will deregister a registree if he/she does not comply with the obligation to pay the annual contribution (in accordance with Section 17, subsection 1(b) of the Dutch Architects' Title Act). A registree can also be deregistered at his/her own request and in the event of death. Someone can only be re-registered after payment of the annual contribution due, any reminder or registration fee due.

## Article 2. Registration fee and proportional annual contribution

1. If you submit a request for registration, you will receive an invoice from us by email. This invoice consists of two parts: the registration fee of €80 and the proportional annual contribution.
2. The registration fee and proportional annual contribution must be paid for each registration. If, for example, you want to be registered in the architects' register as both an architect and an urbanist, you must therefore pay the registration fee and the proportional annual contribution twice.
3. The registration fee is always due and is not included in the fees that we receive for participation in the independent route of the professional practice experience, the research that we conduct on request into foreign qualifications, the automatic recognition, the exam or the registration under a different title (for more information about these procedures, please see our website [www.architectenregister.nl](http://www.architectenregister.nl)).

## Article 3. Annual contribution, administrative costs and deregistration

1. In order to maintain your registration in the architects' register, you are legally required to pay for this annually. This annual contribution is €65.
2. We will collect the annual contribution by direct debit from your bank account. We will send you a prior notification of the date on which we will be collecting by email. In principle, we collect two times per calendar year. You only are able to give consent for collection by direct debit from your own bank account, collection by direct debit is not possible for someone else to pay your annual contribution.
3. If you do not pay by direct debit, there will be administrative costs on top of your annual contribution. That is €3.50 for an invoice by email and €7.50 for an invoice by post.
4. If you do not pay the BEP in one but for each meeting, we will charge administrative costs. That is €10 per meeting. We will charge €160 administrative costs for not turning up to an agreed meeting.
5. Registrées who live outside the Netherlands can opt to receive the invoice by email or for collection by direct debit if they have an IBAN number and SWIFT/BIC code.
6. We will only send the invoice by post if collection by direct debit is not possible, no email address is known to us or a registree has explicitly indicated that he would like to receive the invoice by post.

7. In the event of re-registration following deregistration due to failing to fulfil the obligation to pay the annual contribution, it is only possible to opt for payment by direct debit.
8. After a request to deregister, we will cancel a registration at the end of a calendar year. We can also, if you specify that explicitly, deregister you during the calendar year. In both cases, you will owe the full annual contribution for the current calendar year.

#### Article 4. Late payment or nonpayment

1. If no payment has been made after expiry of the deadline for payment, we will send you a reminder with a new payment term.
2. If you have authorised us to collect by direct debit and we cannot debit from your account (because, for example, you had insufficient balance on this date), we will try to collect the amount due one more time at a later date.
3. If you have still not paid after expiry of the reminder term or we cannot collect the amount once again, then we will disregard the request or we will send a demand for payment with a new payment term. Costs will be attached to this demand and these will be on top of the original invoice. The reminder fees are €9 in the case of the annual contribution, in the case of the professional practice experience €15 per meeting and €15 in the event of not turning up to an agreed meeting.
4. After expiry of the reminder period, in the event of nonpayment, this will lead to deregistration from the architects' register or a request being disregarded.

#### Article 5. Other

1. We reserve the right to make changes to the rates. We will communicate this well before the introduction of a change via our newsletter and website. We will announce all rates for the fees, the administrative costs and reminder fees on our website each year.
2. We reserve the right to make changes to these payment terms. These payment terms entered into effect on 01-04-2019, and amended further on 01-01-2020, 26-06-2020 and on 1-1-2022. The current version can always be consulted on our website.