



SIGNING OFFICERS FORM GRANT AGREEMENT

Name of organization: _____ Effective date: _____

NOTICE TO SIGNATORIES

The information provided is collected under the authority of the *Department of Employment and Social Development Act*. The information in this Signing Officers Form will be used and may be disclosed for the purposes of validating the identity of individuals within the applicant organization having the authority to sign agreements, cheques and reports. Signatories to this form may be asked to provide additional information and/or documentation confirming their respective identities and roles within the recipient organization.

Completion of this form is voluntary; however, refusal to provide information will result in the applicant not being considered for funding.

The information provided may be shared with external consultants, review committee members, officials in other departments, federal, provincial and/or territorial governments or Members of Parliament for the purpose of review and verification.

The information provided may be used and/or disclosed for policy analysis, research and/or evaluation purposes. In order to conduct these activities, various sources of information under the custody and control of Employment and Social Development Canada (ESDC) may be linked. However, these additional uses and/or disclosures of personal information will never result in an administrative decision being made about an individual.

Personal information gathered in this form and/or made available to ESDC for further identification purposes, will be administered in accordance with the *Privacy Act* and the provisions governing the protection of personal information that are set out in the *Department of Employment and Social Development Act*, as applicable. The *Privacy Act* provides every person with a right to the protection of, and access to their personal information, which is described in Personal Information Bank(s) ESDC PPU 298. Instructions for obtaining this information are outlined in the government publication entitled Info Source, which is available at the following web site address: <http://www.infosource.gc.ca>. Info Source may also be accessed on-line at any Service Canada Centre.

CERTIFICATION

The Persons providing a specimen signature within this form, in so signing certify as follows:

- a) that I am the person with the name indicated alongside my specimen signature;
- b) that I will make available to Employment and Social Development Canada, upon their request, the necessary documentation for the purposes of further identification; and,
- c) that I hold the title listed below and, in this capacity, am authorized to sign on behalf of the applicant organization in accordance with the organization's incorporating documents, by-laws, or other relevant documents.

Section 1: Signing Officers for Agreement Purposes

(According to Letters, Patents or Other Incorporating Documents)

Please provide the name, title and specimen signature of the person(s) authorized to sign.

Title	Name	Specimen Signature

How many of the above signatures are require to bind your organization onto a legal agreement?

Section 2: Signing Officers for Cheque purposes on behalf of your organization.

Please provide the name, title and specimen signature of the person(s) authorized to sign.

Title	Name	Specimen Signature

How many signatures are required to sign a cheque on behalf of your organization?

Section 3: Signing Officer for Reports submitted to ESDC.

Please provide the name, title and specimen signature of the person(s) authorized to sign.

Title	Name	Specimen Signature

How many signatures are required to sign a report submitted to ESDC?

- ❖ Please note that it is the organization’s responsibility to provide an updated Signing Officers Form to the Department if changes occur.