

This form is intended for designers or developers of electronic or digital signature systems.

Note: An application for certification is considered received only from the time when it is complete i.e., when all information and required documents have been provided and that the application is accompanied by the required payment. The list of required documents (see below) is not exhaustive. The OACIQ may request any document other than those listed as part of certification process.

Please note that any application that has not been completed within 30 days after its transmission or from the OACIQ last correspondence that remained unanswered will be closed. The documents received will then be returned to the applicant. No amount will be refunded.

SECTION I IDENTIFICATION

Company name:

Represented by:

SURNAME GIVEN NAME

Mailing address:

_____	_____	_____
<small>NUMBER</small>	<small>STREET</small>	<small>SUITE</small>
_____	_____	_____
<small>MUNICIPALITY</small>	<small>PROVINCE</small>	<small>POSTAL CODE</small>
_____	_____	_____
<small>AREA CODE</small>	<small>TELEPHONE NO.</small>	<small>FAX NO.</small>
_____	_____	_____
<small>EMAIL</small>		

SECTION II SYSTEM SUBJECT TO A CERTIFICATION APPLICATION

System name:

Version No:

Describe the system briefly:

X

Applicant's SIGNATURE

Signatory identity (block letters)

SURNAME GIVEN NAME

SECTION III**REQUIRED DOCUMENTS**

- Description of technology type offered – electronic or digital
- Security and protection of IT infrastructure on hosting site
- Description of storage location of backup copies
- Managing access rights to signature site
- Definition and customization process of documents to be signed
- Authentication process by the broker and clients
- The process of signing documents
- The process of exchange, control of signed documents flow
- The process of saving and printing signed documents
- The security process of making document copies
- Description of the level of application customization
- Record transfer process in case of a provider abandoning his activity
- Demonstration of application (operations)
- And any other documents that will help ensure that the application for certification includes all the requirements indicated in the document – *Electronic or digital signature system : technical specifications*
- Copy of the service contract between the provider and the client (agency or broker)
- A cheque

SECTION IV**REQUIRED PAYMENT****Option 1**

Checking the digital or electronic signature system, including all the mandatory clauses (technical specifications) in any service contract binding the provider to the client.

Certification fee	\$1,500.00
GST (5%)	\$75.00
QST (9.975%)	<u>\$149.63</u>
Cheque to be included	\$1,724.63

Option 2

Checking the digital or electronic signature system, including the verification of clauses equivalent to mandatory clauses (technical specifications) of any service contract binding the provider to the client.

Certification fee	\$2,500.00
GST (5%)	\$125.00
QST (9.975%)	<u>\$249.38</u>
Cheque to be included	\$2,874.38