

February 2006

## CCDC 9A AND 9B - STATUTORY DECLARATIONS ADVISORY NOTES

### OBTAINING STATUTORY DECLARATION FORMS

The Canadian Construction Documents Committee (CCDC) has produced Statutory Declaration forms CCDC 9A (prime contractor) and CCDC 9B (subcontractor). These may be downloaded free-of-charge from the CCDC website. If you have the Adobe Acrobat programme installed on your computer, you can complete the form in its entirety from your computer before printing. An information bulletin (CCDC bulletin 21) concerning the forms can also be downloaded from the same area of the website.

To download either CCDC 9A or 9B form from the internet:

- **Go to** [www.ccdc.org](http://www.ccdc.org)
- **Select** the button for your language of choice to enter the site.
- From the menu that appears across the top of the screen, **select** DOCUMENTS (left hand side).
- From the list that appears, **select** FREE DOWNLOADS from within the electronic document downloads section.
- **Select** the CCDC 9A or 9B form you require. This will activate the Adobe Acrobat program to open the PDF file on your screen.
- If you do not already have Adobe Acrobat program installed on your computer, a “Get Acrobat Reader” button appears farther down the screen for you to first download the free read-only program.

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### COMPLETING YOUR COMPLETED STATUTORY DECLARATIONS

To assist in serving you better, please be aware of the following specific items concerning your statutory declaration forms:

1. **The declarant identifies whether the declaration is a condition for progress payment or release of holdback funds by marking the appropriate box at the top left of the forms.**

One declaration cannot be used for both conditions. A separate declaration must be made for release of holdback.

2. **A commissioner may not sign a form that is blank, only partially completed, or one that contains spelling/typing errors.**

This is a legal document. Please ensure your statutory declaration(s) are accurately completed before bringing them to the commissioner for signing.

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3. **Your completed statutory declaration must be signed in front of a *Commissioner for Taking Affidavits, a Notary Public, or a Justice of the Peace.***

This is not the same list as those who can sign a passport application. Included in the full list of qualified persons is your solicitor. Please note some commissioners/solicitors charge a fee for affidavit services.

You cannot sign your statutory declaration(s) in advance and have one of your employees drop them off. It must be signed by the President, Vice-President, Secretary, or other signing officer authorized by resolution. The declaration cannot be delegated to an employee who is not an authorized signing officer.

4. **Completing the declaration portion of the form.**

Part of the commissioning process is for the commissioner to personally complete the declaration section (Declared before me at ... place name, date, etc.). Please leave this section blank.

5. **A CCDC copyright sticker is required on the new revised forms.**

The Canadian Construction Documents Committee holds the copyright to the design and content of the CCDC 9A and 9B statutory declaration forms. You will see a box in the lower right corner of the current 2001 edition forms to which a CCDC copyright validation sticker needs to be affixed. You will also see a copyright violation warning statement printed across the bottom of the form. This sticker must be affixed before commissioner signs the form(s).