



CERTIFICATION APPLICATION FOR AN ELECTRONIC OR DIGITAL SIGNATURE SYSTEM

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:

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Represented by:

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LAST NAME

FIRST NAME

Mailing address:

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NUMBER

STREET

APT. / SUITE / PREMISES

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MUNICIPALITY

PROVINCE

POSTAL CODE

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AREA CODE

TELEPHONE NUMBER

AREA CODE

TELEPHONE NUMBER (CELL)

AREA CODE

FAX NUMBER

Electronic address: _____

SECTION II – SYSTEM SUBJECT TO A CERTIFICATION APPLICATION

System name:

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Version No: _____

Describe the system briefly:

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X

APPLICANT'S SIGNATURE _____

Signatory identity (block letters):

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LAST NAME

FIRST 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 required*

Copy of the service contract between the PROVIDER and the CLIENT (agency or broker)

A valid liability insurance policy with a recognized insurer offering the following coverage:

- a minimum coverage of five hundred thousand (CDN \$500,000) Canadian dollars per occurrence of the risk, with a deductible not exceeding ten thousand (CDN \$10,000) Canadian dollars against hackers who may illicitly gain access to the hosted data, an error or omission on the part of your enterprise, its technicians, employees, representatives and individuals authorized to act on its behalf in the performance of their duties and including the rider against the risk of destruction, corruption, loss and other similar risks in respect of the hosted data
- a coverage in the amount of two million Canadian dollars (CDN \$2 million) in anticipation of any claim that may involve the company's liability towards the OACIQ

A cheque made out to Organisme d'autoréglementation du courtage immobilier du Québec

SECTION IV – DECLARATION AND SIGNATURE

! PRIVACY PROTECTION

The information collected in this form is necessary to allow us to process your request. You must provide all the information that is requested.

The OACIQ protects the privacy of all personal information provided, in accordance with the applicable legislation. Only OACIQ staff may access this information, and only to the extent required by their role. This information will be used exclusively for purposes of application of the *Real Estate Brokerage Act*, CQLR, c.C-73.2, and its regulations. It can be used for other purposes, in the cases prescribed by law. It may be transferred to other individuals or organizations only to the extent authorized by law, or with your consent.

The information and records that the Organization has on you are kept at its head office. Subject to certain reservations, the law authorizes you to access and request corrections to this information.

The enterprise is the holder of valid intellectual property rights in respect of the EDM system and its components, and the system does not contravene any third-party copyright, patent, industrial design, trade secret or trademark.

The EDM system and its marketing do not contravene any non-competition agreement or clause that is enforceable against the enterprise, its employees or its representatives.

There exists no dispute or disagreement involving any past or present director, mandatary, or employee, by reason of a breach of the latter's duty to conduct themselves honestly and fairly in the interest of the enterprise, including any injury to reputation or violation of privacy.

The enterprise, its directors, partners, officers, or shareholders with at least fifty percent (50%) of the voting rights have not, within five (5) years preceding the date of this certification application, been found guilty of or charged with any criminal offence listed in Schedule I of *An Act respecting Contracting by Public Bodies* (CQLR c C-65.1) nor been found guilty or charged by a foreign court, with an offence that, if committed in Canada, could have resulted in criminal or penal proceedings for an offence listed in Schedule I.

The enterprise also acknowledges that this application is not a certification agreement and that it is therefore not authorized to claim such certification in the absence of an agreement to that effect.

I declare that I have read this document, that all the information contained herein is accurate, that I accept its terms and that I am duly authorized for the purposes hereof. **I agree to notify the OACIQ immediately of any changes to this information.**

Identification of signatory (please print):

LAST NAME FIRST NAME

X
SIGNATURE

Date: _____

DAY MONTH YEAR

Please sign the form AFTER completing ALL the sections.

SECTION V – PAYMENT OF FEES

Please fill out the payment form.

To determine applicable fees, please visit the OACIQ's website at synbad.com/application.

AMOUNT DUE (including taxes): \$,

File or licence No.:
(IF APPLICABLE)

METHOD OF PAYMENT

CREDIT CARD or CHEQUE OR MONEY ORDER (to the order of OACIQ)

Visa

MasterCard



- - -

CARD NUMBER

EXPIRATION (MM/YY)

CVV/CVC

The CVV/CVC is a three-digit code located on the back of your credit card.

Name of cardholder (if different from applicant)

X

CARDHOLDER'S SIGNATURE

PLEASE SEND YOUR PAYMENT AND DOCUMENTS

by email at SIGNATURE@OACIQ.COM, by mail or by fax
to any of the contact information indicated below.

Organisme d'autoréglementation du courtage immobilier du Québec

4905 Lapinière Blvd., Suite 2200, Brossard (Québec) J4Z 0G2

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