



# 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:

COMPANY NAME

Represented by:

SURNAME GIVEN NAME

Mailing address:

NUMBER STREET SUITE MUNICIPALITY PROVINCE POSTAL CODE AREA CODE TELEPHONE NO. AREA CODE FAX NO. EMAIL

## SECTION II

### SYSTEM SUBJECT TO A CERTIFICATION APPLICATION

System name:

SYSTEM NAME

Version No: \_\_\_\_\_

Describe the sytem 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
- A cheque made out to Organisme d'autorégulation du courtage immobilier du Québec.
- 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'autorégulation du courtage immobilier du Québec.

## 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.

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

## 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.

<b>Certification fee</b>	<b>\$4 000,00</b>
GST (5%)	\$200,00
QST (9.975%)	\$399,00
<b>Cheque to be included</b>	<b>\$4 599,00</b>

**IMPORTANT:** Certification is granted for a period of two (2) years, and is renewable automatically. Yearly maintenance fees of \$1,500, (plus applicable taxes), will be billed on the anniversary date of the signature of the certification agreement.

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

The electronic or digital signature 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 (R.S.Q. 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.

The information supplied in this application form and the enclosed documents is accurate.

I declare that I have read this document and have agreed to its terms, and that I am duly authorized for the purposes hereof.

**X**

Applicant's SIGNATURE

DATE

**Identification of signatory (please print):**

SURNAME	GIVEN NAME