



INSPECTION DEPARTMENT

## 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)

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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:


**X**

APPLICANT'S SIGNATURE \_\_\_\_\_

Signatory identity (block letters):

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LAST NAME

FIRST NAME

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## SECTION III – REQUIRED DOCUMENTS

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

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## SECTION IV – REQUIRED PAYMENT

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### 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>	\$1,688.00
GST (5%)	\$84.40
QST (9.975%)	\$168.38
<b>Cheque to be included</b>	<u>\$1,940.78</u>

### 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>	\$4,485.00
TPS (5%)	\$224.25
TVQ (9.975%)	4\$47.38
<b>Cheque to be included</b>	<u>\$5,156.63</u>

**IMPORTANT: Certification is granted for a period of two (2) years, and is renewable automatically. Yearly maintenance fees of \$1,600 (plus applicable taxes), will be billed on the anniversary date of the signature of the certification agreement.**

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**SECTION V – DECLARATION AND SIGNATURE**

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**! 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.**

**X**

SIGNATURE \_\_\_\_\_

Date:  /  /   
DAY MONTH YEAR**Identification of signatory (please print):** |   
LAST NAME FIRST NAME

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**Organisme d'autoréglementation du courtage immobilier du Québec**

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