



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)

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

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*
- 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

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	\$1,794.00
GST (5%)	\$89.70
QST (9.975%)	\$178.95
Cheque to be included	\$2,062.65

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	\$4,768.00
TPS (5%)	\$238.40
TVQ (9.975%)	475.61
Cheque to be included	\$5,482.01

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.

