

**REQUIREMENTS FOR SIGNATURE AND DESCRIPTION OF PARTIES OTHER THAN HER MAJESTY
CONTRACTS AND OTHER LEGAL DOCUMENTS
(COMMON-LAW PROVINCES)**

PARTIES	DESCRIPTION	SIGNATURE	DOCUMENTS
INCORPORATED COMPANY	(exact name), an incorporated company, having its head office at _____, Province of _____ and its chief place of business at in the Province of _____	By the representative(s) authorized by a by-law or resolution of the board of directors.	Accompanied by a certified true copy of the by-law or resolution.
SOLE PROPRIETORSHIP (single individual)	(1) (name), (occupation), (address). (2) If the business is carried out under a so-called trade name, the trade name may be included after the expression: "carrying on business under the name and style of _____".	The sole proprietor or someone appointed by the sole proprietor under a Power of Attorney to act on behalf of the sole proprietor.	If the sole proprietor does not sign, the person acting on behalf of the sole proprietor must provide proof of authority in the form of a general form Power of Attorney.
PARTNERSHIP Two or more partners (individuals or companies)	(1) (name), (occupation), (address), of all acting partners carrying on the partnership business. (2) If the partnership operates under a name other than the name of the partners, state the name and style under which it carries on business pursuant to the Partnership Act of the province of registration.	(1) By one or more partners acting as agents for the other partners, OR (2) By all of the partners. OR (3) If the partners are incorporated companies, the requirements stated above for incorporated companies apply to each corporate signature.	Where one or more partners sign as agent or agents for the other partners, the signature must be accompanied by a general form Power of Attorney for the other partners.
MUNICIPALITY (name of municipality) incorporated under the Laws of the Province of _____ herein acting through and represented by (name) its mayor, or (name) its clerk, authorized under a resolution of its council passed on the day of _____ 19____		By the municipal official or officials authorized by a resolution of the municipal council.	Accompanied by a certified true copy of the authorizing resolution of council.

IMPORTANT: Documents must bear the seal of the tenant or offeree in the case of:

- a) leases in excess of three years or any other disposition of land or an interest therein; and

- b) offers submitted in response to any invitation to tender which requires that the offer remain outstanding without revocation until the tender validity date has expired.