



This amendment is raised to add the following:

1.0 UNDER Annex "A" Statement of Work, paragraph A4 Software Applications:

ADD the following:

The procedure to obtain a x509(PKI) certificate is as follows:

- 1- Once the Standing Offers are awarded, each Standing Offer (SO) holder will be contacted by the IRB Linguistic Services Directorate to set up an appointment with the IRB.
- 2- SO holders must, at their own cost, purchase the Entrust software and then identify one person as the main contact with a valid e-mail address.
- 3- If the SO holder is near an IRB office:
 - a. IRB will proceed with the creation of the x509(PKI) credentials for the SO holder by submitting the request to Shared Services Canada (SSC).
 - b. The SO holder's main contact must present him/herself, at the SO holder's cost, to an IRB office location with one photo identification to prove his/her identity (i.e. Passport, driver's license).
 - c. IRB will confirm the identity and provide the x509(PKI) to the SO holder.
- 4- If the SO holder is not near an IRB office:
 - a. IRB will submit the request to SSC;
 - b. SO holder will receive their reference number from SSC and must send their reference number to IRB;
 - c. SO holder's main contact must have his/her identification verified by an accredited Service Canada agent (IRB will provide assistance);
 - d. IRB will create the certificate with generic password via another e-mail with instructions on how to change the password for the SO holder.

IRB offices are located in:

OTTAWA

Immigration and Refugee Board of Canada
Minto Place, Canada Building
344 Slater Street
Ottawa, Ontario K1A 0K1

MONTREAL

200 René-Lévesque Boulevard West
Guy Favreau Complex
East Tower, Room 102
Montréal, Quebec H2Z 1X4

TORONTO

74 Victoria Street
Suite 400
Toronto, Ontario M5C 3C7



VANCOUVER

Suite 1600
Library Square
300 West Georgia Street
Vancouver, BC V6B 6C9

The IRB will provide assistance in finding the nearest location of a Service Canada point of service for the SO holder.

2.0 All other terms and conditions of the RFSO remain unchanged.
