### APPLICATION FOR REGISTRATION (AFR) for Canadian legal entities

Instructions for completing the Application for Registration (AFR)

#### Privacy notice for Canadian entities registering in the CSP

Part of the information collected in this form includes personal information which is collected under the authority of subsection 7(1) of the *Financial Administration Act* and is mandatory in accordance with Treasury Board's *Policy on Government Security and Standard on Security Screening* for the purposes of security assessment and registration in the Contract Security Program (CSP) of Public Services and Procurement Canada (PSPC). The personal information will be used to assess your eligibility to hold a security status or security clearance and for your organization to be registered in the Contract Security Program. The information provided may be disclosed to the Royal Canadian Mounted Police and Canadian Security Intelligence Service to conduct the requisite checks and / or investigation in accordance with the Policy on *Government Security* and *Standard on Security Screening*. Additionally, the information may be disclosed to and used by other federal institutions that may require this information as part of their functions or investigation under Canadian Law or to the industrial security programs of foreign governments (with which Canada has bilateral security instruments) for foreign assurances.

Personal information is protected, used and disclosed in accordance with the Privacy Act and is described in the Info Source under the Personal Information Bank PWGSC PPU 015 (Access to information and privacy - PSPC (tpsgc-pwgsc.gc.ca) and the TBS standard personal information bank Personal Security Screening PSU 917 (Standard personal information banks - Canada.ca). Under the Privacy Act, you have the right to access and correct your personal information, if erroneous or incomplete. The personal information from paper sources that accompanies an organization registration is retained for two years after the last administrative action, and then destroyed. The personal information from paper sources that accompanies a foreign ownership, control, or influence assessments is kept for two years, and then destroyed if there are no changes to the organization that are reported to the foreign ownership, control, or influence evaluation office during this period. The personal information from paper sources that accompanies the personnel security screening process or foreign assurance process will be retained for a minimum period of two years after the last administrative action, and then destroyed. The Contract Security Program's retention period and disposal standards of personal information in electronic format may vary from the above retention period.

If you have concerns or require clarification about this privacy notice, you can contact PSPC's Access to Information and Privacy Directorate by email at <a href="mailto:tPSGC.ViePrivee-Privacy.PWGSC@tpsqc-pwqsc.qc.ca">tPSGC.ViePrivee-Privacy.PWGSC@tpsqc-pwqsc.qc.ca</a>. If you are not satisfied with the response to your privacy concern or if you want to file a complaint about the handling of your personal information, you may wish to contact the Office of the Privacy Commissioner of Canada.

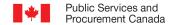
#### **General Instructions:**

- This form is used for registering Canadian legal entities ONLY. The CSP does not register foreign based organizations.
   ALL Foreign based firms must contact the <u>International Industrial Security Directorate (IISD)</u> for more information on the security screening process. Canadian subsidiaries of foreign based firms may be eligible to register with the CSP.
- This form and all supporting documentation requested must be provided in English or French
- In any instance where this form does not allow enough space for a complete answer, please include additional pages or rows to the table as required.

For organizations that do not yet have a clearance, refusal to provide required information, the provision of a false statement, misleading information, concealment or failure to disclose of any material fact on this application will result in the CSP not granting, or upgrading, a security clearance.

In the case of already cleared organizations; a denial or revocation of your organization's existing security clearance may occur and any personnel reliability statuses and/or personnel security clearances issued to your organization will be administratively closed out along with the organization's clearance with the Contract Security Program. This will immediately prohibit your eligibility to perform work on contracts requiring organization security clearances.





#### **Section A - Business Information**

- **Legal name of the organization** refers to the legal name of the organization as it is organized & existing within the country of jurisdiction. In the case of Canadian legal entities, this would be the legal name that is registered with federal, provincial or territorial authorities.
- **Business or Trade name** refers to the name which a business trades under for commercial purposes, although its registered, legal name, used for contracts and other formal situations, may be another name.
- Type of Organization All required documentation in relation to the type of organization must be provided
  - Corporation refers to an entity having authority under the law to act as a single person distinct from the shareholders who
    own it and having rights to issue stock and exist indefinitely.

Provide the following information to substantiate this "Type of Organization" selection:

- Stock exchange identifier (if applicable);
- Certificate of incorporation, compliance, continuance, current articles of incorporation, etc.
- Ownership structure chart is mandatory
- Partnership refers to an association or relationship between two or more individuals, corporations, trusts, or partnerships that join together to carry on a trade or business.

Provide the following information to substantiate this "Type of Organization" selection:

- Evidence of legal status, ie. partnership agreement;
- Provincial partnership name registration (if applicable);
- Ownership structure chart
- $\circ\,$  Sole proprietor refers to the owner of a business who acts alone and has no partners.

Provide the provincial registration documentation (if applicable) ie. master business license, provincial name registration document

 $\circ \quad \textbf{Other} \ (\text{universities, financial institutions, unincorporated organizations, Assembly of First Nations, etc.})$ 

Provide the following information to substantiate this "Type of Organization" selection:

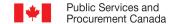
- Evidence of legal status such as acts, charters, bands, etc.
- Ownership structure chart and management structure chart
- **Principal place of business** must be where the business is physically located and operating in Canada. Virtual locations, mail boxes, receiving offices, coworking spaces, representative agent's office, etc. will not be accepted.
- **Self-identify as a diverse supplier:** Public Services and Procurement Canada (PSPC) defines a diverse supplier as "a business owned or led by Canadians from underrepresented groups, such as women, Indigenous Peoples, persons with disabilities and visible minorities.

### **Section B - Security Officers**

Identify the individual(s) you intend to nominate or are already appointed as your organization's company security officer and alternate company security officer(s). For Document Safeguarding Capability at other locations, please ensure to indicate address (site) the ACSO is located at. Add additional rows or provide a separate page as required. Employee has the same meaning as that used by the Canada Revenue Agency.

- Email address must be able to accept various types of correspondence from the CSP
- Security officers **must** meet all of the following criteria:
  - o an employee of the organization;
  - o physically located in Canada;
  - o a Canadian citizen\*; and
  - o security screened at the same level as the organization (in some cases alternates may require a different level).
  - \*Canadian citizenship is required due to the oversight responsibility entrusted to a security officer and some contractual requirements in relation to national security. This requirement may be waived on a case by case basis for Permanent Residents.





#### **Section C - Officers**

- Your organization must list <u>all</u> the names and position titles for its officers, management, leadership team, executives, managing partners, authorized signatories, members, etc. that are responsible for the day to day operations of its business. A management structure chart must be provided to demonstrate the reporting structure. Add additional rows to the section if required.
- For the purposes of the Contract Security Program, the term "Country of Primary Residence/National Domicile" refers to the particular country for a person's true, fixed, principal and permanent home, to which that person intends to return and remain even though currently residing elsewhere.
- **Citizenship** refers to the status of being a citizen. A **citizen** is a person who, by either birth or naturalization, is a member of a state or nation, entitled to enjoy all the civil rights and protections of that state or nation and owing allegiance to its government.

#### Section D - Board of Directors

- List <u>all</u> members of your organization's board of directors. Indicate all board titles including the chairperson if there is one. Add additional rows to the section or on a separate page if required.
- For the purposes of the Contract Security Program, the term "Country of Primary Residence/National Domicile" refers to the particular country for a person's true, fixed, principal and permanent home, to which that person intends to return and remain even though currently residing elsewhere.
- **Citizenship** refers to the status of being a citizen. A **citizen** is a person who, by either birth or naturalization, is a member of a state or nation, entitled to enjoy all the civil rights and protections of that state or nation and owing allegiance to its government.

#### Section E - Ownership Information

- For the purposes of the CSP, the following interpretations are applicable:
  - o **Direct (or registered) ownership** are <u>all</u> owners who hold legal title to a property or asset in that owner's name.
  - Ownership refers to either (1) voting rights attached to the corporation's outstanding voting shares or (2) outstanding shares measured by fair market value.
  - o **Parent company** refers to a company which owns and/or controls controlling interest (e.g., voting stock) of other firms or companies, usually known as subsidiaries, which may give it control of the operation of the subsidiaries.

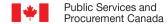
Section F - Justification (this section is to be completed by organizations that are undergoing a renewal ONLY - not bidding)

Your organization is to provide a list of active federal contracts, subcontracts, leases, supply arrangements (SA), standing
offers (SO), purchase orders that have security requirements. Indicate the contract number (lease, SA, SO, sub-contract,
etc.), contracting authority or prime contractor and the security level requirement.

#### **Section G - Certification and Consent**

• Only an officer identified in Section C may complete this section.





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#### NOTE:

The provision of false, misleading information, or concealment and/or failure to disclose of any material fact on this application will result in a denial or revocation of your organization security clearance and registration with the Contract Security Program which will immediately prohibit your eligibility to perform on contracts requiring organization security clearances. An incomplete form **will not** be processed.

SECTION A - BUSINESS INFORMATION				
1. Legal name of the organization				
2. Business or trade name (if different from legal name)				
3. Type of organization - Indicate the type of organization and only)	I provide the required validation documentation (select one			
Sole proprietor				
Partnership				
Corporation				
Private				
Public				
Other (specify)				
4. Provide a brief description of your organization's general busine	ss activities.			
5. Procurement Business Number (PBN) (if applicable)	6. Self-identify as a diverse supplier (provide profile)			
7. Business civic address (head office)				
8. Principal place of business (if not at head office)				
9. Mailing address (if different from business civic address)				
10. Organization website (if applicable)				
10. Organization website (ii applicable)				
11. Telephone number	12. Facsimile number			
11. Telephone number	12. Facsiffile fluffiber			
13. Number of employees in your organization or corporate entity	14. Number of employees requiring access to protected/ classified information/assets/sites			
	5.255525			





SECTION B -SECURITY OFFICERS						
Please identify all security officers for your organization. For document safeguarding capability identify the site number for each ACSO and the corresponding address for each site below.						
Add additional rows or attachments as needed if there is not enough space allotted						
Position title	Site #	Surname	Given name	E-mail (where correspondence	the CSP will send e)	
Company security officer (CSO)		•				
Alternate company security officer (ACSO)						
ACSO (if applicable)						
ACSO (if applicable)						
ACSO (if applicable)						
For Document Safegu	arding	Capability ONLY	:			
00 – Address will be princ	ipal plac	e of business				
01 – Site address:						
02 – Site address:						
	-		key leadership, signat ed and include manage	•	art demonstrating	
Position title - within your organization	Surnan	ne	Given name	Citizenship(s)	Country of primary residence/National domicile	
					•	



### Protected (once completed)

## **CONTRACT SECURITY PROGRAM (CSP)**

SECTION D - LIST OF BOARD OF DIRECTORS					
Add additional rows or attachments as needed					
Position title	Surname	Given name		Country of primary residence/National domicile	

#### SECTION E - OWNERSHIP INFORMATION - PLEASE COMPLETE FOR EACH LEVEL OF OWNERSHIP

#### Please complete for each level of ownership

Identify all entities, individuals, public or private corporations that have an ownership stake in your organization being registered. Indicate if the entity has a valid Facility Security Clearance from Public Services and Procurement Canada's Contract Security Program or any other country. For publicly traded corporations, identify stock exchange. If there are more than three levels of ownership; please submit on an additional page to include all levels of ownership from direct to ultimate.

Note: The organization structure chart with percentages of ownership must be included with your submission

SECTION E-1 - OWNERSHIP LEVEL 1 (direct ownership) if more than three - please provide on additional sheet

Ownership - Level 1 (Direct Parent) Name of organization or individual Address Type of entity (e.g. private or public corporation, stateowned) Stock exchange identifier (if applicable) Facility security clearance (FSC) yes/no Percentage of ownership



Country of jurisdiction or citizenship

### Protected (once completed)

## **CONTRACT SECURITY PROGRAM (CSP)**

#### **SECTION E-2 - OWNERSHIP LEVEL 2**

If there is any additional ownership for the names listed in the previous section (E-1) please provide the information below. If not, please indicate N/A (not applicable).

Ownership of entries listed in E-1 (Level 2)

Name of direct owner from E-1

Name of organization or individual

Address

Type of entity (e.g. private or public corporation, stateowned)

Stock exchange identifier (if applicable)

Facility security clearance (FSC) yes/no

Percentage of ownership

Country of jurisdiction or citizenship

### **SECTION E-3 - OWNERSHIP LEVEL 3**

If there is any additional ownership for the names listed in the previous section (E-2) please provide the information below. If not, please indicate N/A (not applicable).

Ownership of entries listed in E-2 (Level 3)

Name of intermediary ownership from E-2

Name of organization or individual

Address

Type of entity (e.g. private or public corporation, stateowned)

Stock exchange identifier (if applicable)

Facility security clearance (FSC) yes/no

Percentage of ownership

Country of jurisdiction or citizenship



SECTION F - JUSTIFICATION  Add additional rows or att	ON (FOR RENEWING ORGANI	ZATIONS)				
Please provide all current procurement rationales that have security requirements - i.e. contracts, leases, RFP, RFI, ITQ, supply arrangements, standing offers, etc.						
Contract, lease, SA, SO, etc. number	Client / contracting authority	Security Type & level	Expiry date (dd-mm-yyyy)			
	ON AND CONSENT (ONLY AN	OFFICER IDENTIFIED IN SECTIO	ON C MAY COMPLETE THIS			
certify that the information con- responsibilities outlined in the P use and disclosure of my persol <b>Program of any changes to t</b>	tained in this application is true, of sublic Services and Procurement ( and information for the purposes of the organization including but	, have read the Privacy Notice to this a complete and correct. I acknowledge a Canada's Contract Security Manual and as described above. I agree to notify not limited to: change of address, tors, board members, partners, ma	and agree to comply with the d consent to the collection, the Contract Security phone number, contact			
Surname		Given name				
Position title		Telephone number (include extension	on number if any)			
Facsimile number		Email address				
Signature		Date (dd-mm-yyyy)				
FOR USE BY THE PSPC'S CO	DNTRACT SECURITY PROGRA	M				
Recommendations						
Recommended by e-signature		Approved by e-signature				

