



ONTARIO CREATES ONLINE APPLICATION PORTAL

SIGNING OFFICER DELEGATION FORM

Updated November 2018*

Purpose:

- This form provides direction to Ontario Creates regarding authorization of individuals to sign transfer payment agreements, access and manage corporate information in the OAP, including authorization to view and process information related to electronic financial transactions.

Submission:

- Completed, signed forms should be scanned and emailed to applyhelp@ontariocreates.ca or faxed to 416-314-6876.
- Forms completed during the registration of a new applicant corporation on the Ontario Creates Online Application Portal (OAP) can also be uploaded directly to the OAP during the registration process

Important information:

- This form must be fully completed and signed by an individual who is an authorized Signing Officer (Director and/or Officer) of the applicant corporation that is applying through the OAP.
- For verification purposes, Signing Officers and Corporate Administrators will be notified via email from applyhelp@ontariocreates.ca when a new or amended form is submitted for a corporation.
- Ontario Creates' request for information through this form does not represent confirmation that a corporation or individual has been approved to receive a payment from Ontario Creates.
- In order to receive payment by Ontario Creates via direct deposit, companies must complete and submit the revised form.
- Do not provide banking information on this form.

DECLARATION:

I hereby declare that:

1. I am an authorized Signing Officer (Director and/or Officer) of the corporations listed below.

Please list the legal name of **all applicant corporations** for which you are an authorized Signing Officer:

2. I will be responsible for:
 - delegating user access to corporate information, electronic banking transactions and data in the OAP
 - authorizing all new users to be added to the OAP.
3. I understand that all individuals delegated as **Corporate Administrators** in the OAP will have system permissions enabling them to carry out the tasks described below, and authorize delegation of the individuals named below as **Corporate Administrators** in the OAP.

Corporate Administrators have system permissions enabling them to:



- access all corporate data and applications in the OAP
- manage corporate profiles and document libraries in the OAP
- manage and delegate corporate electronic financial transaction authority in the OAP
- manage corporate user permissions in the OAP, including delegation of banking transactions

(cont'd)

Note: You must authorize at least one Corporate Administrator.

Authorized Corporate Administrators:

First Name	Last Name	Title	Corporation	User ID (Email)

4. I understand that all individuals delegated as **Application Administrators** in the OAP will have system permissions enabling them to carry out the tasks described below.

Application Administrators have system permissions enabling them to:

- manage applications within the OAP
- manage user access to specific application files in the OAP
- delete in-progress applications prior to submission
- submit applications to Ontario Creates through the OAP
- submit application fees, where applicable, on behalf of the applicant
- communicate with Ontario Creates regarding applications on behalf of the applicant corporation

Note: Delegation of Application Administrators takes place within the OAP; Application Administrators do not need to be specified on this form.

5. I agree to notify Ontario Creates in writing at applyhelp@ontariocreates.ca of any changes to the information provided on this form.
6. I acknowledge and agree that although my authority is delegated, I remain responsible for the corporation's application.

Authorized Signing Officer of the Applicant Corporation (#1):

_____ Name (Please print)	_____ Signature	_____ Email
_____ Corporate Title/Position	_____ Date	_____ Business Tel

(If applicable) Authorized Signing Officer of the Applicant Corporation (#2):

_____ Name (Please print)	_____ Signature	_____ Email
_____ Corporate Title/Position	_____ Date	_____ Business Tel

*This form was amended in November 2018 to include delegation and authorization to view and manage electronic financial transactions through the OAP.

Completed, signed forms should be scanned and emailed to applyhelp@ontariocreates.ca or faxed to 416-314-6876. Forms completed during registration of a new applicant corporation on the OAP can also be uploaded directly through the portal.