





## Documentation Required for the Permit Application

Entities applying for a permit must provide these documents to ensure that surveying is one of the entity's principal activities:

- a) In the case where the entity is a corporation, a copy of the official corporate documents that set out its business activities (the "objects" of the corporation).
- b) In the case where the entity is a partnership, a copy of the parts of the partnership agreement that sets its business activities.
- c) In the case where the entity is an unincorporated organization or association, a copy of the parts of the organizational documents that specify its business activities.

The submission should include those documents that clearly state that surveying is one of the functions of the entity.

To ensure that the entity (1) has at least one ACLS licence holder amongst its senior management staff; (2) the licence holder is involved in the decision making process as it relates to surveying activities on Canada Lands; (3) the licence holder has actual authority and means within the entity to control surveying activities on Canada Lands, one or more of the following documents must accompany the permit application:

- a) In the case of an incorporated or limited company, an official list of the members of the Board of Directors which includes at least one licensed ACLS member (for example it could be a copy of the most recent annual return to Corporations Canada if federal)
- b) An organization chart
- c) Job description of the licensed CLS(s)
- d) Any other document illustrating the licensed CLS's responsibilities.

If the CLS(s) is (are) member(s) of the Board of Directors, the CLS(s) is (are) deemed to have sufficient authority for the purpose of section 33(b). If some of the requested documents do not exist, then an affidavit or statutory declaration signed by the Chief Executive Officer and the licensed CLS(s) declaring that the CLS(s) has(have) full authority and means to control surveying activities on Canada Lands is deemed sufficient.

The entity must also provide proof of professional liability insurance coverage with same requirements as stated in section 29 of the Canada Lands Surveyors Regulations.