

## List of Names for Integrity Verification

### Instructions

Section 13 of the [Ineligibility and Suspension Policy](#) (the Policy) requires suppliers to provide a list of names for verification.

**Regardless of a supplier's status under the Policy, this is a mandatory requirement for the award of a contract to which the Policy applies.**

The list of names differs depending on the supplier's organizational structure, as listed below.

The following names must be provided for verification:

- For a sole proprietor, the name of the owner
- For a private corporation, the names of all directors and the names of all individuals or entities that hold 5% or more of ownership
- For a public corporation, the names of all directors
- For a non-profit, the names of all directors
- For a general partnership, the names of all of the partners
- For limited partnerships (LP) and limited liability partnerships (LLP):
  - the names of all the general partners, in addition:
    - if the general partner is a public or non-profit corporation, the names of all directors
    - if the general partner is a private corporation, the names of all of the directors as well as the names of all individuals or entities that hold 5% or more of ownership
- For a trust, the names of the trustee(s):
  - if the trustee is a public or non-profit corporation, the names of all directors must also be included
  - if the trustee is a private corporation, the names of all of the directors as well as the names of all individuals or entities that hold 5% or more of ownership

**Fields marked with an asterisk (\*) are mandatory.**

### Privacy statement

The personal information is collected pursuant to the [Criminal Code of Canada](#), section 750(3), the [Financial Administration Act](#), paragraph 42(1)(c), the [Department of Public Works and Government Services Act](#) and in accordance with the [Ineligibility and Suspension Policy](#). The personal information will be used by the Departmental Oversight Branch of Public Services and Procurement Canada for the purpose of enhancing the integrity of the contracting process. The personal information is described in the Personal Information Bank, [PWGSC PPU 184 - Integrity Assessment Program](#). Your personal information is protected, used, and disclosed in accordance with the Privacy Act. Under the [Privacy Act](#), you have the right to access and correct your personal information, if erroneous or incomplete. The personal information provided in this process will be retained for a period of seven years after the last administrative action, and then destroyed.

If you require clarification about this privacy notice, you may contact Public Services and Procurement Canada's Access to Information and Privacy Directorate by email at [TPSGC.ViePrivee-Privacy.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.ViePrivee-Privacy.PWGSC@tpsgc-pwgsc.gc.ca). 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](#).

|   |                                      |                        |
|---|--------------------------------------|------------------------|
| <b>Information to provide</b>   |                                      |                        |
| <b>Supplier information</b>   |                                      |                        |
| Legal name *  |                                      |                        |
| Supplier's procurement business number  | Solicitation or transaction number * |                        |
| Date of bid, offer submission or closing date of Invitation to Offer (YYYYMMDD) *   |                                      |                        |
| <b>Organizational structure *</b>   |                                      |                        |
| <input type="checkbox"/> Sole proprietor<br><input type="checkbox"/> Private corporation<br><input type="checkbox"/> Public corporation<br><input type="checkbox"/> Nonprofit corporation<br><input type="checkbox"/> General partnerships<br><input type="checkbox"/> Limited partnerships (LP) and Limited Liability Partnerships<br><input type="checkbox"/> (LLP) Trust |                                      |                        |
| Official business address * <input type="checkbox"/> Canadian address <input type="checkbox"/> International address  |                                      |                        |
| <b>Canadian address</b>   |                                      |                        |
| Post office box or civic (street) address *   |                                      |                        |
| City/Town *   | Province/Territory *                 | Postal code (A9A9A9) * |
| <b>International address</b>  |                                      |                        |
| Post office box or civic (street) address *   |                                      |                        |
| City/Town *   | Province/State/Region *              | Postal/Zip code *      |
| Country *   |                                      |                        |
| <b>Name of owner</b>  |                                      |                        |
| Name *  |                                      |                        |
| <b>Name of trustees</b>   |                                      |                        |
| Name 1 *  |                                      |                        |
| Name 2  |                                      |                        |
| Name 3  |                                      |                        |
| Name 4  |                                      |                        |
| Name 5  |                                      |                        |
| Name 6  |                                      |                        |

| <b>Name of Partners</b>   |
|---|
| Name 1 *  |
| Name 2  |
| Name 3  |
| Name 4  |
| Name 5  |
| Name 6  |
| Name 7  |
| <b>Names of individuals or entities that hold 5% or more of ownership (if applicable)</b> |
| Name 1 *  |
| Name 2  |
| Name 3  |
| Name 4  |
| Name 5  |
| Name 6  |
| Name 7  |
| <b>Names of all Directors (if applicable)</b>   |
| Name 1 *  |
| Name 2  |
| Name 3  |
| Name 4  |
| Name 5  |
| Name 6  |
| Name 7  |

**Declaration \***

I, (name) , \_\_\_\_\_

(position) , \_\_\_\_\_

of (supplier's name) \_\_\_\_\_

declare that the information provided in this form is, to the best of my knowledge and belief, true, accurate and complete. I am aware that failing to provide the list of names will render the offer non-compliant or I will be otherwise disqualified for award of a contract or real property agreement. I am aware that during the offer evaluation stage, I must, within 10 business days, inform the contracting authority in writing of any changes affecting the list of names submitted. I am also aware that after contract award I must inform the contracting authority within 22 business days of any changes to the list of names submitted.

\_\_\_\_\_  
Signature \*

\_\_\_\_\_  
Date (YYYYMMDD) \*