



Standard General Conditions – Article 10.2 Application for Payment
Statutory Declaration – Submitted by Contractor for Payment

X 700 (2020-02)

STATUTORY DECLARATION – SUBMITTED BY CONTRACTOR FOR PAYMENT
Construction Period Invoice

Payment Number: _____

To be made by the Contractor prior to payment when required as a condition for either (check appropriate box):

- second and subsequent Construction Period Payments; or
release of Builders' Lien Fund or other holdbacks.

Purchase Order Number: _____
Date of application for payment:
Year Month Day
Date of last (immediately preceding) application for payment for which payment has been received:
Year Month Day

IDENTIFICATION OF AGREEMENT

Project Title: _____
RFx Number: _____
Agreement Effective Date: (Year) _____ (Month) _____ (Day) _____
City Representative: _____ Contractor: _____

IDENTIFICATION OF DECLARANT: MUST BE AN AUTHORIZED REPRESENTATIVE OF THE CONTRACTOR

Name of Declarant: _____ Position/Title (office held with Contractor): _____
Business Address: _____

DECLARATION OF CONTRACTOR'S REPRESENTATIVE:

I solemnly declare that, as of the date of this Statutory Declaration, I am an authorized signing officer of the Contractor named in the Agreement identified above, and as such have legal authority to bind the Contractor, and have personal knowledge that all insurance and Workers' Compensation Board premiums, accounts payable for subcontracts and related Total Costs of Material and Labour which have been incurred by the Contractor in performance of the Work pursuant to the Agreement, have been paid in full up to and including the latest Construction Period Payment received, as identified above, except for:

- 1) Builders' Lien Fund monies, or
2) payments deferred by agreement between the Contractor and a Subcontractor which have been reported to the City Representative for the City Representative's verification and prior approval, or
3) amounts withheld by reason of a legitimate dispute which has been identified to the relevant Party or Parties and from whom payment has been withheld including any legitimate dispute with a Subcontractor, as identified below:

I make this solemn statutory declaration conscientiously believing it to be true, and knowing that it is of the same legal force and effect as if made under oath.

Signature of Declarant – Authorized Representative of the Contractor
Declared before me at _____
in the Province of _____
dated _____

The making of a false or fraudulent statutory declaration is a contravention of the Criminal Code of Canada and carries, upon conviction, penalties including fines or imprisonment, or both.
Signature of Notary Public or Commissioner for Oaths in and for Alberta
Print Name
Expiry Date of Commission

Note: All italicized terms and expressions used on this Form X 700 are defined in The City of Calgary's most recent Standard General Conditions. In the event that there is a conflict in the defined terms, the meanings as ascribed in the Agreement shall prevail.



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Statutory Declaration – Form Instructions

Completing the Statutory Declaration:

1. *Contractors* engaged with *The City* must use the Statutory Declaration form located in Appendix A of the *Standard General Conditions*. **No other Statutory Declaration forms will be accepted by *The City***. For greater clarity, any modified Statutory Declaration forms submitted to *The City* will be rejected.
2. Statutory Declarations cannot be completed by any other party, other than the declarant/authorized legal representative of the *Contractor*. For greater clarity, a *Contractor's* declarant, as the *Contractor's* authorized representative, may execute the Statutory Declaration pursuant to Article 10.2 of *The City's Standard General Conditions*.
3. The *Contractor* must indicate on the form whether the declaration is a condition for progress payments or for the release of statutory holdback funds. Only one option may be selected on the Statutory Declaration.
4. Complete all portions of the form, ensuring there are no spelling or typing errors. *The City* will reject Statutory Declarations that are completed incorrectly, are missing Commissioner of Oaths or Notary Public's signatures, etc.
5. The completed Statutory Declaration form must be attached to the second and all subsequent Construction Period invoices.