

DUE DILIGENCE
DOWNTOWN STRATEGY INCENTIVE FUNDING PROGRAM

Your Personal Information is being collected, used, and disclosed for the purpose of conducting due diligence searches and to inform decisions related to an application for funding pursuant to the Downtown Strategy Incentive Funding Program. The legal authority for this collection of information is section 4(c) of the *Protection of Privacy Act* (POPA) and this notice is provided pursuant to section 5(2) of POPA. For questions about this collection of personal information, please contact the Leader, Downtown Investments by email at downtownstrategy@calgary.ca.

CONSENT TO RECORDS CHECK

[PLEASE COMPLETE THIS FORM FOR EACH DIRECTOR OF THE APPLICANT ENTITY]

TO: The City of Calgary and McCarthy Tétrault LLP, as solicitors to The City of Calgary

FROM: **[Insert full legal name and title of the individual director/officer of the corporation or other organization to be searched]** in my capacity as **[director/officer]** of **[insert the full legal name of the corporation or other organization to be searched]** (the “Entity”)

RE: Proposed transaction with respect to the lands and premises located at the City of Calgary, Alberta and legally described in Schedule A attached hereto (the “Property”)

I acknowledge that The City of Calgary or McCarthy Tétrault LLP, as solicitors to The City of Calgary, will be conducting certain due diligence searches in connection with the Entity. Information regarding the individual directors of the Entity is being collected for the purpose of conducting due diligence searches in connection with the Entity.

I, as a **[director/officer]** of the Entity, consent to provide the following personal information to The City of Calgary and McCarthy Tétrault LLP, as solicitors to The City of Calgary, for the purposes of carrying out due diligence checks in relation to the Entity’s application for Incentive Funding under the Downtown Strategy Incentive Program:

Last Name	First Name	Middle Name
<i>[insert last name here]</i>	<i>[insert first name here]</i>	<i>[insert middle name here]</i>
Year of Birth		Nationality
<i>[insert year of birth here]</i>		<i>[insert nationality here]</i>
Other names used (including aliases, name changes, nicknames, maiden name and former married names (if applicable)) and note the date changed		
<i>[insert information here]</i>		

I, _____ do solemnly declare that:

1. I have prepared and verified all information contained in the Consent to Records Check (the “Consent”).
2. I understand and read the English language, or I have had an interpreter read, explain, and record the answer to each question of this Consent.
3. The information provided in this Consent is true, accurate, and complete to the best of my knowledge.

4. I have completed the Consent with the knowledge that it is an official document and that failure to disclose or provide complete and accurate information on any portion of the Consent may affect the eligibility of the Entity to participate in or receive Incentive Funding under the Downtown Strategy Incentive Program.
5. I acknowledge that all documents and information requested will be verified through an investigative process and further documents, information, or clarification may be requested.
6. You are authorized to accept an executed copy of this Consent by electronic transmission, and we confirm that it will be as effective as personal delivery of an originally executed copy of this Consent.

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

DATED at the city of _____ in the province of _____
this _____ day of _____, 20_____.

[INSERT FULL LEGAL NAME OF INDIVIDUAL DIRECTOR]

By: _____

Signature

Director of: **[INSERT ENTITY NAME]**

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SCHEDULE A

[Insert legal description of property that is the subject of the application for Incentive Funding under the Downtown Strategy Incentive Program]

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AUTHORIZATION

TO: All federal, provincial and municipal government and regulatory departments, agencies, ministries and authorities

FROM: [●Insert full legal name of search subject] (the “Entity”)

RE: Proposed transaction with respect to the lands and premises located at the City of Calgary, Alberta and legally described in Schedule A hereto (the “Property”)

We acknowledge that The City of Calgary or McCarthy Tétrault LLP, as solicitors to The City of Calgary, will be conducting certain due diligence searches in connection with the Entity.

Please accept this as your irrevocable authority to release to The City of Calgary and/or McCarthy Tétrault LLP any and all records and information requested by them in respect of the Entity, including, without limitation, all records and information relating to outstanding notices, levies, assessments, orders or violations of the Entity pursuant to the following:

1. *Income Tax Act* (Canada): Business Account No. (9 digits only) _____;
2. *Excise Tax Act* (Canada): GST No. _____;

You are authorized to accept an executed copy of this Authorization by electronic transmission and we confirm that it will be as effective as personal delivery of an originally executed copy of this Authorization.

Dated this ____ day of _____, 20____.

[●INSERT FULL LEGAL NAME OF SEARCH SUBJECT] [NTD: Use this signature block if entity is a corporation.]

By: _____

Name:

Director

[NTD: The signatory must be a director as we are conducting tax searches.]

[●INSERT FULL LEGAL NAME OF SEARCH SUBJECT]

[NTD: Use this signature block if entity is an individual.]

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CONSENT TO RELEASE OF INFORMATION

TO ALL: FEDERAL, PROVINCIAL AND MUNICIPAL GOVERNMENTS, GOVERNMENT DEPARTMENTS, AGENCIES, SECTIONS AND MINISTRIES AND ALL REGULATORY DEPARTMENTS, AGENCIES AND AUTHORITIES

Re: (a) **[•Insert full legal name of registered owner of the Lands]** (the “Owner”)
(b) **Those lands and premises located in the City of Calgary, in the Province of Alberta, legally and municipally described in Schedule A attached hereto (the “Lands”)**

The undersigned, being the registered owner of the Lands, hereby consents to all governments, government departments, government sections, government ministries, government agencies and all regulatory authorities, departments and agencies, including, without limitation, Alberta Environment and Parks, releasing information from their respective files and records (including the provision of copies) and providing other information verbally and in written form relating to:

- 1. the Owner, solely in its capacity as owner of the Lands; and
- 2. the Lands,

to The City of Calgary, and to its solicitors, McCarthy Tétrault LLP, and to its duly authorized consultants.

This consent to release information shall apply notwithstanding any laws restricting, regulating or prohibiting the release or disclosure of personal or private information. This consent shall constitute a full consent and direction by the Owner to the release or disclosure of personal and private information to the above noted parties pursuant to all laws and statutory provisions that regulate, prohibit or restrict the release or disclosure of personal or private information.

This consent neither requests nor authorizes any physical inspection of any part of the Lands. The Owner hereby confirms that a copy of this correspondence sent by facsimile transmission or electronic transmission shall be binding and may be fully relied upon.

Dated this ____ day of _____, 20__.

[•INSERT FULL LEGAL NAME OF REGISTERED OWNER OF THE LANDS] [NTD: Use this signature block if owner of the Lands is a corporation.]

By: _____
Authorized Signatory

[•INSERT FULL LEGAL NAME OF REGISTERED OWNER OF THE LANDS] [NTD: Use this signature block if owner of the Lands is an individual.]

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SCHEDULE A

LANDS

	Municipal Address/Building	Legal Description
1.	[•]	[•]

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