



Ordre des traducteurs, terminologues
et interprètes agréés du Québec

**Declaration to the secretary of the Order to
practice the profession of certified
translator, terminologist or interpreter
within a joint-stock company or limited liability partnership**

It is mandatory to complete this document the first time a declaration is made.
This document must be completed, if necessary, and appended to the annual update form.

Note 1: Regulation respecting the practice of the profession of certified translator, terminologist or interpreter within a partnership or a joint-stock company, herein referred to as the regulation.
Note 2: A declaration to the secretary of the Order must be made for each partnership or company within which a certified translator, terminologist or interpreter carries on professional activities.
Note 3: To map the sections of this declaration with the regulation, refer to the document titled "Regulatory references in the declaration to the secretary of the Order to practice the profession of certified translator, terminologist or interpreter within a partnership or joint-stock company."

1. IDENTIFICATION OF THE MEMBER

➤ Name: _____
Last and first names (please print) *Member number*

➤ If you are the representative making the declaration¹, specify your status within the partnership or company by checking the appropriate box(es).

Partner Director Officer Shareholder

➤ If you are not the representative making the declaration, specify your status within the partnership or company by checking the appropriate box(es).

Employee Partner Shareholder Director Officer

➤ Names of the other members on behalf of whom the representative is making this declaration and status of these members within the partnership or company: (Check all appropriate boxes)

Last and first names (please print) *Member no.*

Employee Partner Shareholder Director Officer

Last and first names (please print) *Member no.*

Employee Partner Shareholder Director Officer

Last and first names (please print) *Member no.*

Employee Partner Shareholder Director Officer

NB: Append additional documents as necessary. If applicable, check this box:

¹ The representative's declaration is considered to constitute the declaration of each member, who nevertheless remains fully responsible for the accuracy of the information provided in accordance with paragraphs 1° a) and 1° b) of section 4 of the regulation.

b)

No. and street: _____ Suite/Floor: _____

City: _____ Postal code: _____

Province: _____

NB: Append additional documents as necessary.

4. LEGAL FORM OF THE PARTNERSHIP OR COMPANY AND COMPLIANCE WITH CONDITIONS

4.1 I (We) carry on my (our) professional activities within a:

Joint-stock company since _____/_____/_____ (go to 4.2)
Year Month Day

Limited liability partnership (LLP)
since _____/_____/_____ (go to 4.2)
Year Month Day

Limited liability partnership (LLP) that used to be a general partnership

In the case where the limited liability partnership (LLP) used to be a general partnership:

i) Indicate the date at which the change became effective:

_____/_____/_____
Year Month Day

ii) Provide a true copy of the declaration required under the Act respecting the legal publicity of sole proprietorships, partnerships and legal persons (R.S.Q., c. P-45), stating that the general partnership has become a limited liability partnership

Attached hereto

A member who carries on professional activities within a limited liability partnership must ensure that the expression "limited liability partnership" or the abbreviation "LLP" is included in the partnership's corporate name.

4.2 I (We) declare that this partnership complies with:

the conditions stipulated in section 2 of the regulation.

OR

the conditions stipulated in section 3 of the regulation, in the case of a partnership formed by members of a professional order governed by the Professional Code or a professional association that exercises control similar to that exercised by a professional order and that is listed in section 3 1^o a) of the regulation.

4.3 I (We) have ensured that the conditions stipulated in section 2 or 3 of the regulation appear in the articles of the joint-stock company or in the contract of the partnership and that those documents also provide that the partnership or joint-stock company is constituted for the purpose of carrying on professional activities.

4.4 Security for the partnership or company against the professional misconduct of its members

4.4.1 Several members carry on professional activities within a limited liability partnership or joint-stock company

Security, for the partnership or company, of at least one million dollars (\$1,000,000)

- Yes
 No

4.4.2 A single member carries on professional activities within a joint-stock company

Security, for the company, of at least five hundred thousand dollars (\$500,000)

- Yes
 No

➤ **TO BE COMPLETED IN THE CASE OF A JOINT-STOCK COMPANY**

5. NAMES AND HOME ADDRESSES OF THE SHAREHOLDERS, DIRECTORS AND OFFICERS

SHAREHOLDERS:

a)

Name: _____
Last and first names (please print)

No. and street: _____ Apartment: _____

City: _____ Postal code: _____

Province: _____ Country: _____

Name, in block letters, of the professional order or association of which the director or officer is a member:

(to be completed, if applicable)

Percentage of shares with voting rights: _____ %

Percentage of shares without voting rights: _____ %

b)

Name: _____
Last and first names (please print)

No. and street: _____ Apartment: _____

City: _____ Postal code: _____

Province: _____ Country: _____

Declaration to the secretary of the Order to carry on the professional activities of a certified translator, terminologist or interpreter within a partnership or company

Initials of the signing member _____

Name, in block letters, of the professional order or association of which the director or officer is a member:

(to be completed, if applicable)

Percentage of shares with voting rights: _____ %

Percentage of shares without voting rights: _____ %

DIRECTORS AND OFFICERS

a)

Name: _____
Last and first names (please print)

No. and street: _____ Apartment: _____

City: _____ Postal code: _____

Province: _____ Country: _____

Status: Director Officer

Name, in block letters, of the professional order or association of which the director or officer is a member:

(to be completed, if applicable)

b)

Name: _____
Last and first names (please print)

No. and street: _____ Apartment: _____

City: _____ Postal code: _____

Province: _____ Country: _____

Status: Director Officer

Name, in block letters, of the professional order or association of which the director or officer is a member:

(to be completed, if applicable)

NB: Append additional documents as necessary.

➤ **TO BE COMPLETED IN THE CASE OF A LIMITED LIABILITY PARTNERSHIP**

6. NAMES AND HOME ADDRESSES OF THE PARTNERS AND DIRECTORS

a) Name: _____
Last and first names (please print)

No. and street: _____ Apartment: _____

City: _____ Postal code: _____

Province: _____ Country: _____

- Status:
- Partner who resides in Québec
 - Appointed director who resides in Québec
 - Appointed director who does not reside in Québec

Name, in block letters, of the professional order or association of which the director or officer is a member:

(to be completed, if applicable)

b) Name: _____
Last and first names (please print)

No. and street: _____ Apartment: _____

City: _____ Postal code: _____

Province: _____ Country: _____

- Status:
- Partner who resides in Québec
 - Appointed director who resides in Québec
 - Appointed director who does not reside in Québec

Name, in block letters, of the professional order or association of which the director or officer is a member:

(to be completed, if applicable)

NB: Include an annex if necessary.

7. UNDERTAKINGS

➤ **To carry on professional activities within a joint-stock company or a limited liability partnership:**

7.1 I (We) undertake to:

- Make the present declaration accompanied by the fees of \$100 + taxes (5% and 9.5%) = \$114.98;
- Provide a document certifying that the partnership or company is covered by security against the professional misconduct of its members in compliance with Division II of the regulation. Pursuant to paragraph g) of section 93 of the Professional Code, the coverage must extend to any claim filed against the partnership or company during the five years following the year members who carry on professional activities within a partnership or company decease, leave the partnership or company or cease to be members of the professional order, such as to maintain coverage, on behalf of the partnership or company, against liabilities arising from fault or negligence in the practice of their profession within the partnership or company;
- Provide, in the case of a joint-stock company, a copy of its constituting act and a document issued by the competent authority certifying that the company exists;
- Provide a document issued by the competent authority certifying that the partnership or company is duly registered in Québec;
- Provide an authorization from the partnership or company allowing a person, committee, council or tribunal referred to in section 192 of the Professional Code to require disclosure of and obtain any document listed in section 11 from a person or to obtain a true copy of such a document;
- Provide, if applicable, a true copy of the declaration required under the Act respecting the legal publicity of sole proprietorships, partnerships and legal persons (R.S.Q., c. P-45), stating that the general partnership has become a limited liability partnership.

➤ **To maintain the right to carry on professional activities within a partnership or company:**

7.2 I (We) undertake to:

- Update and provide, before March 31 of each year, the declaration prescribed in section 4 of the regulation;
- Promptly notify the secretary of the Order of any change in the security prescribed for the partnership or company against the professional misconduct of its members in Division II of the regulation or in the information given under section 4 of the regulation which would entail a violation of the conditions set out in section 2 or 3 of the regulation;
- Cease carrying on professional activities within the partnership or company if the necessary measures to comply have not been taken within 15 days after becoming aware that a condition set out in the regulation or in chapter VI.3 of the Professional Code is no longer met.

8. ACCESS TO THE DOCUMENTS

The documents that are listed in section 11 of the regulation and that could be required are available.

9. APPENDED DOCUMENTS

➤ I append hereto all required documents that apply to my (our) situation.

- Document certifying that the partnership or company is covered by security against the professional misconduct of its members in compliance with Division II of the regulation and pursuant to paragraph g) of section 93 of the Professional Code.
- Copy of the constituting act issued by the competent authority certifying that the company exists, **including appendices**.
- Document issued by the competent authority certifying that the partnership or company is duly registered in Québec.
- Authorization from the partnership or company allowing a person, committee, council or tribunal referred to in section 192 of the Professional Code to require disclosure of and obtain any document listed in section 11 from a person or to obtain a true copy of such a document.
- True copy of the declaration required under the Act respecting the legal publicity of sole proprietorships, partnerships and legal persons (R.S.Q., c. P-45), stating that the general partnership has become a limited liability partnership.
- Payment in the amount of \$100 + taxes = **\$114.98***

***For Quebec residents only. If you do not reside in Québec, please use the table on the next page to calculate the applicable tax.**

- Cheque (payable to OTTIAQ)
- Visa*
- Master Card*
- American Express*

*Card number: _____ Expiry date _____
Indicate the 3 or 4 digits on the back or front of the card _____

Authorized signature: _____

- Appended document providing the names of the other members on behalf of whom the representative made the present declaration.
- Appended document providing the other corporate names used by the partnership or company in Québec as well as their registration numbers.
- Appended document providing the addresses of the partnership's or company's other establishments in Québec.
- Appended document, in the case of a joint-stock company, providing the names and home addresses of the directors and officers as well as the professional order or association of which they are members.
- Appended document, in the case of a limited liability partnership, providing the names and home addresses of the directors and officers as well as the professional order or association of which they are members.
- I will inform the Order of any change in compliance with the regulation.
- I declare under oath of office that the information provided in this declaration is accurate and true and I have made sure to complete it in full.

In witness whereof, I have signed at _____, on this ____/____/____
City Year Month Day

Signature of the member

Name (block letters)

Member number

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Initials of the signing member	
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Applicable tax according to place of residence

Place of residence	Tax
Alberta	5%
British Columbia	5%
Manitoba	5%
New Brunswick	13%
Newfoundland and Labrador	13%
Nova Scotia	15%
Ontario	13%
Prince Edward Island	14%
Saskatchewan	5%
Territories (Nunavut, Northwest Territories, Yukon)	5%
Outside Canada	Exempt

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Initials of the signing member	
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