

**1 Give your business information**

Name of company: \_\_\_\_\_

Civic address: \_\_\_\_\_

\_\_\_\_\_ Postal code: \_\_\_\_\_

Mailing address (if different): \_\_\_\_\_

\_\_\_\_\_ Postal code: \_\_\_\_\_

Phone number: \_\_\_\_\_ <If you need a business ID#, request it here> \_\_\_\_\_

**2 Tell us who to contact if we have questions**

Name: \_\_\_\_\_ Position or title: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

**3 <Describe the section in plain language, starting with an action word >**

<Use this area to request necessary details (see [www.gov.ns.ca/better-forms](http://www.gov.ns.ca/better-forms) for sample forms)>

<Use check boxes if you need your client to make choices from a list of options>     Yes     No

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**4 Attach supporting documents**

<If you require supporting documents, make your request a separate, numbered step so clients do not miss it>

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**5 Sign the certification and consent**

I **certify** that the information I have provided on this form is complete and accurate.

I **consent** <use this area to request consents you may need to meet privacy rules> ----->

Name (please print): \_\_\_\_\_ Position or title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**6 Return the form and attachments to**

Attention:  
Organization name  
Address  
City, province, postal code

**Questions?** Call 902-555-5555

<p><b>For Staff Use Only</b></p> <p>Authorized signature: _____</p> <p>Date: _____</p>
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