

## DECLARATION OF DISPOSITION AND CONSENT FOR CERTIFICATION PURPOSES

- To be used in applications for certification for **completed disposition** only.

**This document must be completed and signed:**

- » by all individuals, corporations or estates (the “Donor/Vendor”) who dispose of an object or several objects (the “Object”) to an institution or public authority designated under the *Cultural Property Export and Import Act* (the “Act”); and
- » by an authorized representative<sup>1</sup> of the designated institution or public authority to which the disposition is made (the “Institution”).

This document must be submitted to CCPERB by the Institution together with an Application for Certification of Cultural Property for Income Tax Purposes for the Object (the “Application”) **when the disposition is completed.**

All sections of this document must be completed. If the space in any section is insufficient, please complete the section on a separate attachment.

CCPERB may request from the Institution a copy of the disposition agreement or deed of transfer, and any other document in situations where CCPERB considers it necessary to do so.

**PART 1 – Name and address of Donor/Vendor<sup>2</sup>, as identified in the Application and in the disposition agreement or deed of transfer between the Donor/Vendor and Institution**

**PART 2 – Name and address of the Institution, as identified in the Application and in the disposition agreement or deed of transfer between the Donor/Vendor and Institution**

**PART 3 – Description of the Object**

(Include a description of the Object matching that used in the disposition agreement or deed of transfer between the Institution and the Donor/Vendor, and matching that used in the Application).

**PART 4 – Declaration of disposition**

**PART 5 – Donor/Vendor consent to the collection and use of personal information by CCPERB and the Administrative Tribunals Support Services of Canada (the “ATSSC”)**

**PART 6 – Donor/Vendor consent to communications between CCPERB, the ATSSC and the Institution**

**PART 7 – Object due diligence**

**PART 8 – Declaration that information is true and correct**

**A – Donor/Vendor signature block**

**B – Institution signature block**

<sup>1</sup> The duly authorized representative should be the Institution’s Chief Executive Officer, Director, or other person designated by the Chief Executive Officer or Director to sign this document on their behalf.

<sup>2</sup> Each Donor/Vendor must be identified in this document.

## DECLARATION OF DISPOSITION AND CONSENT FOR CERTIFICATION PURPOSES

**PART 1 – Name and address of Donor/Vendor<sup>2</sup>, as identified in the Application and in the disposition agreement or deed of transfer between the Donor/Vendor and Institution**

**Donor #1**

Choose a type of Donor/Vendor:

Name:

Address:

Email address:

**If Donor/Vendor is a Corporation or an Estate, please indicate “care of” (c/o) information.**

Name and Title of c/o person:

Address of c/o person *(if different from above address)*:

Email address of c/o person *(if different from above address)*:

<sup>2</sup> Each Donor/Vendor must be identified in this document.

### ADD A DONOR/VENDOR PAGE

If you have an additional Donor/Vendor, please complete the required sections on the additional page.

**DECLARATION OF DISPOSITION AND CONSENT FOR CERTIFICATION PURPOSES**

**PART 2 – Name and address of the Institution, as identified in the Application and in the disposition agreement or deed of transfer between the Donor/Vendor and Institution**

Name of Institution:

Name and Title of duly authorized representative:

Address:

Email address of duly authorized representative:

**PART 3 – Description of the Object**

(Include a description of the Object matching that used in the disposition agreement or deed of transfer between the Institution and the Donor/Vendor, and matching that used in the Application).

## DECLARATION OF DISPOSITION AND CONSENT FOR CERTIFICATION PURPOSES

### PART 4 – Declaration of disposition

With respect to the Application, the Institution's duly authorized representative and the Donor/Vendor by signing this document hereby declare that:

- a. On [REDACTED] (the Date of Disposition)<sup>3</sup>, the Donor/Vendor irrevocably disposed of all right, title and interest in the Object to the Institution pursuant to a deed of gift, bill of sale or similar instrument.
- b. The Object has been physically transferred to the Institution.

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<sup>3</sup> This Date of Disposition will be indicated in any *Cultural Property Income Tax Certificate* (form T871) issued for the Object.

### PART 5 – Donor/Vendor consent to the collection and use of personal information by CCPERB and the Administrative Tribunals Support Services of Canada (the "ATSSC")

The Donor/Vendor by signing this document hereby declares that:

- a. The Donor/Vendor has read the Privacy Statement published by CCPERB at <https://ccperb-cceebc.gc.ca/en/resources/principles-policies.html> (the "Privacy Statement").
- b. The Donor/Vendor consents to the collection and use of its personal information by CCPERB and the ATSSC in the manner set out in the Privacy Statement.

### PART 6 – Donor/Vendor consent to communications between CCPERB, the ATSSC and the institution

The Donor/Vendor by signing this document hereby declares that:

- a. CCPERB and the ATSSC may communicate with the Institution for the purposes of making a determination and issuing a *Cultural Property Income Tax Certificate* with respect to the Object.
- b. The Donor/Vendor consents to the disclosure by CCPERB and the ATSSC of the Donor/Vendor's taxpayer information<sup>4</sup> when communicating with the Institution for the purposes of making a determination and issuing a *Cultural Property Income Tax Certificate* with respect to the Object.
- c. The Institution will act on the Donor/Vendor's behalf for the purposes of the Application. Any communication between CCPERB and the ATSSC and the Institution has the same effect as a communication with the Donor/Vendor for the purposes of making a determination and issuing a *Cultural Property Income Tax Certificate* with respect to the Object.

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<sup>4</sup> Taxpayer information includes information relating to a taxpayer that is obtained by or on behalf of the Minister of Finance for the purposes of the *Income Tax Act* and that directly or indirectly identifies the identity of the taxpayer to whom it relates. In the context of an Application, this could include, for example, the Donor/Vendor's name, the name of the Institution, and information pertaining to the Object's fair market value.

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**PART 7 – Object due diligence**

The Institution confirms that it has conducted appropriate enquiries and given careful consideration to the ownership of the Object and any issues relating to the confidentiality, secrecy or security of the Object or of any information supported by the Object. Based on those enquiries and consideration, the Institution’s duly authorized representative hereby declares that:

- a. On the date of the irrevocable disposition of the Object the Donor/Vendor was the owner of all right, title and interest in the Object, and
- b. The Institution is able to provide the documents and information in the application for certification of the Object for income tax purposes to CCPERB without restriction and without breaching any obligation related to the confidentiality, secrecy or security of the Object or of any information supported by the Object or in the application.

**PART 8 – Declaration that information is true and correct**

The Institution’s duly authorized representative and the Donor/Vendor hereby declare that the information provided in this document is true and correct.

**SIGNED** by each Donor/Vendor and the Institution on the dates indicated below.

› Additional Donor/Vendor signature blocks are found on the following page(s), if applicable.

**A – Donor/Vendor signature block #1**

Choose a type of Donor/Vendor:

Print name of Individual, Corporation or Estate:

X

Signature

Date:

**If Donor/Vendor is a Corporation or an Estate, please indicate “care of” (c/o) information.**

By (print name of c/o person):

Title (title of c/o person):

**DECLARATION OF DISPOSITION AND CONSENT FOR CERTIFICATION PURPOSES**

**PART 8 – Declaration that information is true and correct**

The Institution's duly authorized representative and the Donor/Vendor hereby declare that the information provided in this document is true and correct.

**SIGNED** by each Donor/Vendor and the Institution on the dates indicated below.

**B – Signature block for the Institution**

Name of Institution:

X

\_\_\_\_\_  
Signature of Institution's duly authorized representative

Date:

Print name of Institution's duly authorized representative:

Title of Institution's duly authorized representative: