

## INSTRUCTIONS ON COMPLETING A SAFEKEEPING AGREEMENT

### 1. GENERAL

The Safekeeping Agreement must be typed or clearly printed. The Ministry of Environment requires one copy of the Safekeeping Agreement with original signatures. Once the agreement has been signed by the Financial Institution and Applicant, the document is to be forwarded to the Ministry of Environment for examination and execution. When the original document is received, it can be signed by a manager or section head. See the attached link for Safekeeping Signing Delegation. <http://csdgww.bcgov/fin/signing/cabinet/safekeep.pdf> return copies to both the financial institution and the applicant.

If a copy with original signatures is required by either the financial institution or the applicant, then the financial institution should submit three originals for our signature, and indicate who the copy should be forwarded to.

Schedule "A" To be completed by Ministry of Environment  
Needs to state the description of the Permit or Licences Requiring Security

Schedule "B" To be completed by the Financial Institution  
Needs to describe the full details of the security used. Security must be registered in the name of the Minister of Finance.

Certificate Number: Indicate whether security is a Term Deposit, Guaranteed Investment Certificate, Treasury Bill, or marketable bond in fully registered form issued and/or guaranteed by the Government of Canada or the government of any province of Canada, as well as the certificate number.

The same restrictions for interest earned and reinvestment apply to bonds as apply to certificates of term deposit.

Amount: The amount of security required for the permit.

Percent Interest Per Annum: Interest rate.

Maturity Date: Can not be for a longer term than three years.

### 3. EXECUTION OF THE SAFEKEEPING AGREEMENT

#### Financial Institution

The name of the Financial Institution is to be indicated and the Manager (or authorized personnel) is to execute the document. A Ministry staff must witness the execution by the Branch Manager and acknowledge the execution by signing in the space provided.

#### Corporate Applicant - For Companies Required to Use Common/Corporate Seal

Print or type the name of the corporation. An authorized signing officer(s) of the corporation must sign and provide their title(s), and the corporate seal is to be placed in the space provided. Note that the address must be the legal address of the company, not a box number.

#### Corporate Applicant - For Companies Not Required to Use Common/Corporate Seal

Provide or type the name of the corporation. An authorized signing officer(s) of the corporation must sign and provide their title(s), and the signature must be witnessed.

#### Individual Applicant

Print or type the name of the applicant. An official of the financial institution must witness the applicant's signature.

### 4. THE SAFEKEEPING AGREEMENT

Please go to the following link to find the ministry of environment safekeeping agreement. <http://csdgww.bcgov/fin/contract/cabinet/safekeeping.doc>