



Ordre des traducteurs, terminologues et interprètes agréés du Québec

DECLARATION MODIFYING A JOINT-STOCK COMPANY OR LIMITED LIABILITY PARTNERSHIP TO BE SENT TO THE SECRETARY OF THE ORDER

1. IDENTIFICATION OF THE COMPANY OR PARTNERSHIP AS INITIALLY DECLARED TO THE SECRETARY OF THE ORDER

➤ Firm name or corporate name¹:

Please print

2. A. NEW IDENTIFICATION OF THE COMPANY OR PARTNERSHIP, IF APPLICABLE²

➤ Firm name or corporate name:

Please print

B. DISSOLUTION OF THE COMPANY OR PARTNERSHIP, IF APPLICABLE

➤ Effective: _____ / _____ / _____

Year Month Day

3. CHANGE OF ADDRESS OF THE COMPANY'S OR PARTNERSHIP'S PRINCIPAL OFFICE

Number and street: _____ Suite/PO Box: _____

City: _____ Province: _____ Postal code: _____

Telephone: (____) - ____ - ____ Facsimile: (____) - ____ - ____

4. IDENTIFICATION OF THE MEMBER CONCERNED BY THE MODIFICATION (*Please use a separate form for each member concerned and refer to section 5 below*)

➤ Name: _____

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

➤ Specify the type of change:

ADD³ **REMOVE** **CHANGE STATUS**

➤ Effective: _____ / _____ / _____

Year Month Day

MEMBER'S STATUS WITHIN THE COMPANY OR PARTNERSHIP

➤ Specify the new status of the member within the company or partnership by checking the appropriate box(es):

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Employee	Associate	Shareholder	Director	Officer

¹ Sections 45 and 46 of the Code of Ethics of the Ordre des traducteurs, terminologues et interprètes agréés du Québec of the Professional Code.

² If applicable, attach a certificate issued by the enterprise registrar certifying that your corporate name has been changed as well as written confirmation of the insurance policy bearing your new corporate name issued by the professional liability insurance fund of the Ordre des traducteurs, terminologues et interprètes agréés du Québec, for **each** member.

³ Attach the written confirmation of the insurance policy for the member added, attesting that said member is covered by the company's or partnership's professional liability insurance policy.

5. INSURANCE

- Written confirmation certifying that the company or partnership benefits from the security provided in Division II of the Regulation respecting the practice of the profession of certified translator, terminologist or interpreter within a partnership or a joint-stock company for the member identified in section 4 above (in the case of an addition).

Confirmation attached

a. MODIFICATION OF THE REPRESENTATIVE MEMBER’S NAME

Former representative: Name: _____
Last and first names (please print) Member no.

New representative: Name: _____
Last and first names (please print) Member no.

Specify the new status of the new representative member within the company or partnership by checking the appropriate box(es):

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Associate	Shareholder	Director	Officer

6. MODIFICATION IN ACCORDANCE WITH SECTION 5 (2) of the Regulation respecting the practice of the profession of certified translator, terminologist or interpreter within a partnership or a joint-stock company

- Change in the security prescribed in Division II: Specify: _____
- Changes to the information previously provided to the secretary in accordance with section 4 of the Regulation: Specify: _____

FOR ANY OTHER CHANGE, PLEASE SUBMIT A NEW DECLARATION TO THE SECRETARY OF THE ORDER BY COMPLETING ONLY THOSE SECTIONS THAT REQUIRE UPDATING⁴

Signature of the representative member (mandatory) Member number Date

OR
(in the absence of a representative member)

Signature of the member Member number Date

Please return the form(s) by mail to the following address:

Ordre des traducteurs, terminologues et interprètes agréés du Québec, Secrétariat
2021 Union Avenue, Suite 1108
Montréal (Québec) H3A 2S9

Mrs. Hélène Gauthier
Telephone: 514-845-4411 or 1-800-265-4815, ext. 224
Facsimile: 514-845-9903
Email: hgauthier@ottiaq.org

⁴ This declaration is available on the Order’s extranet site.