

ACT RESPECTING ACCESS TO DOCUMENTS HELD BY PUBLIC BODIES AND THE PROTECTION OF PERSONAL INFORMATION

SECTION 1 : IDENTIFICATION OF THE PERSON MAKING THE REQUEST

Last name :	First name :
Address :	
City :	Zip code :
E-mail :	Phone number :

SECTION 2 : IDENTIFICATION OF THE REQUESTED DOCUMENT(S)

PLEASE NOTE THAT TO OBTAIN A DOCUMENT CONCERNING A PROPERTY, A DISCLOSURE AUTHORIZATION FROM THE CURRENT OWNER OF THE PROPERTY OR AN OFFICER OF THE COMPANY, IF APPLICABLE, IS REQUIRED TO PROCESS THE REQUEST.

(title, author, subject, year of publication, event report number, calling card number, address, period, etc..)

PLEASE NOTE THAT UPON RECEIPT OF AN ACCESS TO INFORMATION REQUEST, THE PERSON RESPONSIBLE WILL SEND YOU AN ACKNOWLEDGEMENT OF RECEIPT, SPECIFYING THE MAXIMUM DATE BY WHICH YOU WILL RECEIVE A WRITTEN REPLY TO YOUR REQUEST. THE STATUTORY DEADLINE IS 20 CALENDAR DAYS. EXCEPTIONALLY, THIS PERIOD MAY BE EXTENDED BY 10 DAYS. SHOULD THIS HAPPENS, YOU WILL RECEIVE A WRITTEN NOTICE OF THE EXTENSION.

SECTION 3: REQUESTED CONSULTATION METHOD

PLEASE NOTE THAT FEES MAY BE PAYABLE PRIOR TO SHIPMENT OR UPON DELIVERY OF THE DOCUMENT.

Consultation at our offices

Send a copy of a document

by email
 By mail

Signature

Date