



Association of Canadian Corporations in Translation and Interpretation
 Association canadienne des compagnies de traduction et d'interprétation

VOTING MEMBER REGISTRATION FORM

Contact Name: _____
 First Name _____ Last Name _____

Company: _____

Address: _____
 Street _____

City _____ Province/State _____ Telephone - _____
 Primary: _____ Secondary: _____
 Postal Code/Zip _____ Country _____

Fax Number: _____ Email Address: _____

FEE

CATEGORY	INTRODUCTORY COST (Expires December 31, 2003)
Voting Member	\$1,500

Payment can be made by Corporate Check, payable to: **ACCTI Inc.**
 306-421 Bloor St. East
 Toronto, Ontario
 M4W 3T1

Regular cost will be in effect from January 1, 2004 onward. No exceptions. Please visit www.accti.org to review the applicable fees.

306-421 Bloor St. E., Toronto, Ontario M4W 3T1

Toronto Contact info:
 Paul Penzo
ACCTI President
 416-975-5000 (tel.) and 416-975-0505 (fax)
 english_info@accti.org

Montreal Contact info:
 Maryse Benhoff
ACCTI Vice-President
 514-376-7919 (tel.) and 514-376-4886 (fax)
 info_francais@accti.org



ACCTI CRITERIA REQUIREMENTS FOR VOTING MEMBERS

The following checklist must be completed and duly signed indicating corporation's adherence to membership criteria.

YES NO

- | | | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | The corporation performs services in accordance to the ACCTI Code of Professional Conduct, Ethics and Business Practices. |
| <input type="checkbox"/> | <input type="checkbox"/> | The corporation's core business is in traditional translation and/or interpretation services along with additional support services as applicable to the open market at a profit (excluding grants or subsidies). |
| <input type="checkbox"/> | <input type="checkbox"/> | The corporation deals directly with the professional translators and/or interpreters who perform the work on the majority of its projects. |
| <input type="checkbox"/> | <input type="checkbox"/> | The corporation is a privately owned or publicly held business incorporated in Canada and has its registered office located in Canada. It is not a crown corporation or government agency unless it qualifies under Article VII. |
| <input type="checkbox"/> | <input type="checkbox"/> | The corporation has been incorporated for a minimum of five (5) years prior to the date of this application. Should that not apply, the corporation has been in the business for seven (7) years or more operating under up to two (2) different company names, with the same ownership, management and/or majority ownership. |
| <input type="checkbox"/> | <input type="checkbox"/> | The corporation has been actively promoting its translation and/or interpretation services for a minimum of (5) years through mediums such as Yellow Pages or specialized directories. Such promotion used the same name by which it is currently identified to the public (whether corporation or trade name) and list as its address an Established Office for at least five (5) years. |
| <input type="checkbox"/> | <input type="checkbox"/> | The corporation may be part of a larger entity much like a department provided all other criteria is met. However, it is led by an independent director or executive officer, and has a separate budget. Such applicant may not include, in consideration of its ability to qualify, revenues generated from dealings with parent or affiliated companies as defined in Income Tax Act or government branches. The corporation has offered and provided services to non-affiliated firms for at least five (5) years at a profit. |
| <input type="checkbox"/> | <input type="checkbox"/> | The corporation has had a minimum annual gross revenue derived from traditional translation and/or interpretation services of two hundred and fifty thousand (\$250,000.00) dollars for each of the past two (2) fiscal years prior to their application for membership. Revenues from other sources such as desktop publishing and machine translation are not to be considered. |
| <input type="checkbox"/> | <input type="checkbox"/> | The corporation relies on translators and/or interpreters other than the principals (those who have a direct or indirect ownership interest) of the company for more than 80% of its annual core business revenue. |

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- The corporation operates from an established office ("Established Office") dedicated for the purpose of translation and interpretation, which is a permanent (not more than 3 addresses in past 5 years), non-residential address that has at least one (1) full time employee, on-site, who runs the day-to-day business and meets with clients without an appointment during regular business hours (as hereinafter defined.) This employee's role must not include the act of translation, interpretation or any of the sub-specialty services the customer is purchasing. "Regular Business Hours" are defined as Monday to Friday from 9:00 a.m. to 5:00 p.m., except statutory holidays or reasonable vacation periods. The office must have voice-mail, fax, and e-mail facilities required to correspond with clients both during and after regular business hours.

- The corporation's entry and exit point of all client and supplier transactions and correspondence are conducted from an established physical office located in Canada.

I, _____, of _____, hereby acknowledge my firm's
Full name Company Name
compliance to all of the above-listed criteria, and use of the ACCTI Member logo below will serve to attest our continued compliance of same.

Signed at _____, _____ this _____ of _____, _____.
City Province/Territory day month year

Print - Authorized Signing Officer

Signature - Authorized Signing Officer

Witness



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