This page sets out the instructions for completing the Prescribed Form – Community Participation Project Declaration.

All capitalized terms used in these instructions and the Prescribed Form – Community Participation Project Declaration, unless otherwise stated, have the meanings ascribed to them in the FIT Contract.

**INSTRUCTIONS SPECIFIC TO THE PRESCRIBED FORM – COMMUNITY PARTICIPATION PROJECT DECLARATION:**

1. **Completing the Prescribed Form – Community Participation Project Declaration**

This Prescribed Form – Community Participation Project Declaration is completed by filling in the blanks in the Prescribed Form and must be solemnly declared and signed before a solicitor, commissioner of oaths or similar official (e.g. notary public) authorized to take oaths or solemn affirmations, including providing the Economic Interest information in either the attached Schedule “A” or in a separate attachment, if necessary, providing the same information as set out in Schedule “A”.

1. **Evidence of Community Participation Level**

Along with the Prescribed Form – Community Participation Project Declaration, the Supplier must also provide evidence demonstrating:

1. who the Supplier is (if in the case of a Natural Person) or who the holder(s) of an Economic Interest in the Supplier is/are; and,
2. that such Supplier or holder(s) of an Economic Interest in the Supplier, as applicable, satisfy(ies) the definition of “Community Investment Members” as defined in the FIT Contract.

The table below sets out the types of documentation that the IESO may consider acceptable evidence:

| **Type of Legal Entity** | **Acceptable Evidence** |
| --- | --- |
| Natural Person | Statutory Declaration of Ontario Residency in the Prescribed Form, as attached as Schedule “B”, demonstrating that the person is Resident in Ontario. |
| Corporation | Copy of articles of incorporation, certificate of status and shareholder register demonstrating who the shareholders of the corporation are, plus evidence demonstrating which shareholders are Resident in Ontario (see above re: natural persons). |
| Partnership | Copy of executed partnership agreement or limited partnership declaration, as applicable, plus evidence demonstrating which partners are natural persons who are Resident in Ontario, or are owned by natural persons who are Resident in Ontario (see above re: natural persons). |
| Registered Charity | Name of charity and registered charity number. |
| Not-for-Profit Organization | Copy of articles of incorporation and certificate of status. |
| Co-operative Corporation | Copy of articles of incorporation, certificate of status, list of members, and proof that all members are Resident in Ontario (see above re: natural persons). |

**SUBMIT BY EMAIL (PDF WITH SIGNATURE)**

**TO CONTRACT MANAGEMENT, WITH ORIGINAL TO FOLLOW TO THE ADDRESS ABOVE**

**(ATTN: FIT CONTRACT MANAGEMENT):**

[FIT.Contract@ieso.ca](mailto:FIT.Contract@ieso.ca)

Capitalized terms not defined herein have the meaning ascribed thereto in the FIT Contract.

| Date | <insert date> |
| --- | --- |
| Legal Name of Supplier | <insert legal name of Supplier> |
| FIT Contract Identification # | <insert FIT Contract ID #> (the “FIT Contract”) |
| Contract Date | <insert Contract Date> |
| FIT Contract Version | Version 1.3  Version 1.5 |
| Schedule “A” – Economic Interest Breakdown | Attached |
| Schedule “B” – Statutory Declaration of Ontario Residency | Attached  Not Applicable |
| Supporting Documentation | Attached |
| Legal Name of Assignee | <insert legal name of Assignee, if applicable - if not applicable, insert "N/A"> |
| Declaration given by | Supplier  Assignee pursuant to the FIT Contract (the “Assignee”) |

The Supplier or Assignee, as applicable, is submitting the attached Prescribed Form – Community Participation Project Declaration either:

to satisfy the requirements of Sections 15.8 and 15.9, as applicable, of the FIT Contract; or

to satisfy the requirements of an assumption and acknowledgement agreement between the Assignee, the IESO, and the Supplier (the “Assignment Agreement”).

The Supplier or Assignee, as applicable, represents and warrants that all of the information in this Prescribed Form – Community Participation Project Declaration is complete, true and accurate, and there is no material information omitted from this Prescribed Form – Community Participation Project Declaration that makes the information contained herein misleading or inaccurate.

The Supplier acknowledges and agrees that this Notice is being delivered to the IESO solely for the purposes of the FIT Contract. It does not constitute a notice for any other purpose, including, without limitation, to meet an obligation to provide notice to the System Operator pursuant to the IESO Market Rules.

| Supplier: <insert legal name of Supplier/Assignee> |
| --- |
| Signature: |
| Name: |
| Title: |
| I have the authority to bind the <Supplier/Assignee>. |
| Dated this       day of       , 20 |

| **STATUTORY DECLARATION**  **PROVINCE OF ONTARIO** | **IN THE MATTER OF**  <insert FIT Contract ID #> (the “FIT Contract”) |
| --- | --- |

Capitalized terms not defined herein have the meaning ascribed thereto in the FIT Contract.

I, ­­­­­­­­­­­­­­­­­­­­­­­­­­­­<insert name of declarant>, of the <insert City/Town/Region etc.> of <insert name of City/Town/Region etc.>, in the Province of Ontario DO SOLEMNLY DECLARE, on behalf of the Supplier or the Assignee, as applicable, without personal liability, the following information:

1. The full legal name of the Supplier or the Assignee, as applicable, is <insert name of Supplier/Assignee>
2. I am the / an <insert office held, e.g. president, director, etc.> of the Supplier or Assignee, as applicable, and, as such, have knowledge of the matters declared below, and am duly authorized by the Supplier or Assignee, as applicable, to execute this declaration.
3. Either:

The Supplier and the IESO are parties to a Feed-In Tariff Contract dated as of the       day of       , 20   and designated FIT Contract Identification #       in respect of a Facility that is a Community Participation Project; or

The Assignee and the IESO are or will be parties to a Feed-In Tariff Contract dated as of the       day of       , 20   and designated FIT Contract Identification #       in respect of a Facility that is or will be, as of the date of the Assignment, a Community Participation Project.

**COMMUNITY PARTICIPATION LEVEL**

1. The Economic Interest in the Supplier or Assignee, as applicable, in respect of the Project as set out in Schedule “A” attached hereto is true and accurate in all material respects as of the date hereof.
2. As of the date hereof, all other information as set out in Schedule “A” attached hereto is true and accurate in all material respects and the Community Participation Level in respect of the Project is <insert percentage>%.

**AND I MAKE THIS SOLEMN DECLARATION** conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath and by virtue of the *Canada Evidence Act.*

| Declared before me at <insert City, Town, Region, etc.> of <insert name of City, Town, Region, etc.> in the <Province/State> of <insert name of Province/State> this    day of       , 20 | Name of Declarant  <insert name of declarant> |
| --- | --- |
| Name of Commissioner of Oaths, etc.  <insert name of Commissioner of Oaths, etc.> | Signature of Declarant |
| Signature of Commissioner of Oaths, etc. | ***Note:*** *Statutory declarations must be solemnly declared and signed before commissioners of oaths or similar officials (e.g. notary public).* |

**SCHEDULE “A”**

**COMMUNITY PARTICIPATION PROJECT ECONOMIC INTEREST BREAKDOWN**

| **Holder of Economic Interest** (list all) | **Type of Legal Entity** | **% of Economic Interest in the Supplier or Assignee,**  **as applicable** | **Community Investment Member[[1]](#footnote-1)** | **Primary Business or Employment is the Development of Electricity Generation Projects[[2]](#footnote-2)** | **Issued Securities to the Public[[3]](#footnote-3)** |
| --- | --- | --- | --- | --- | --- |
| 1. <insert name of holder of Economic Interest> | <insert type of Legal Entity> | <insert % of Economic Interest> |  |  |  |
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***(Use a separate attachment or extra pages, as necessary)***

1. If any of the Community Investment Members are not natural persons, then an additional schedule must be included showing the Economic Interest breakdown of such legal entity. [↑](#footnote-ref-1)
2. If any Community Investment Member has a primary business or employment that is the development of electricity generation projects, the IESO may request additional information demonstrating that such development relates only to community-based projects. If such development relates to any non-community-based projects, then the Community Investment Member’s ownership interest in the Project is not eligible for inclusion in the Community Participation Level. [↑](#footnote-ref-2)
3. If any Community Investment Member has issued its own securities to the public or is an Affiliate of a Person that has issued securities to the public, then the Community Investment Member’s ownership interest in the Project is not eligible for inclusion in the Community Participation Level. [↑](#footnote-ref-3)