



This form should be used to apply for an advance Canadian status determination from the Canadian Transportation Agency (Agency). Applicants must include all of the requested information and documentation listed below.

Applicants must click the box beside each category to confirm they have provided the documents to meet all of the five documentation requirements. **Incomplete submissions will result in delays in the determination process.**

Filing instructions

The completed application form and all supporting documents must be submitted to the Agency by e-mail at Financial-Evaluation@otc-cta.gc.ca. (preferred) or fax at: 819-953-8957.

Note: If your submission contains large files or sensitive information that you do not wish to send via email, contact us at: Financial-Evaluation@otc-cta.gc.ca

Commercially sensitive or confidential information or documents should be clearly marked as such and should be submitted as separate documents.

Company name of air carrier and/or Agent or Legal Counsel

Name of contact person

Contact's title

Address

Postal code

City

Contact's phone number

Province/Territory

Contact's fax number

Country

Contact's e-mail address



Required Documentation

By clicking the box beside each type of documentation, the Applicant confirms that they have attached the following with their submission:

Letter that contains the following:

An explanation of the proposed business transaction:

- Anticipated closing date of the transaction;
- Requested response timeline for the Agency (optional);
- Claims for confidentiality (optional); and
- Request for oral hearing (optional).

Copies of documentation disclosing corporate governance matters, including:

- Articles of incorporation;
- Corporate by-laws; and
- Any other documentation establishing board and corporate roles, responsibilities, powers, and accountability structures.

Copies of documentation disclosing shareholder rights:

- Shareholders' Agreement; and
- Share Purchase Agreement.

Copies of documentation related to ownership:

- Proposed shareholder list that includes names, citizenship, and all layers of corporate shareholder information until individual persons are identified (if applicable).

Copies of documentation disclosing matters related to business affairs and activities:

- Copies of all contracts and agreements related to the proposed business transaction (including management agreements, financing and lease agreements, profit-sharing agreements, operational, and service agreements);
- Listing of key operational/management personnel (including contractors), officers and directors and their citizenship;
- Employment contracts of key operational/management personnel (including contractors);
- Loan agreements (including information on guarantors); and
- Any other key operational or service agreements involving non-Canadians.

I confirm that I have provided all of the information and documentation requested above. I also understand that notwithstanding the provision of all of the requested information, the Agency or its staff may, upon review of the submission, request additional information and documentation as necessary.

Full name of authorized officer or agent

Title of authorized officer or agent