

## Sample Declaration Form

To be eligible to become a Member Candidate, and ultimately a Director (if elected), an individual shall:

- Consent to be a Nominee, a Candidate and if elected, a Director; and on the day the Election Period begins, meet the “Qualification” requirements defined in subsection 3.03 of [CIRA’s By-law No. 1](#)
- A Director is expected to commit the time required to perform board and committee duties. The minimum time commitment is likely 10 to 15 hours per month and approximately 15 business days per year to attend Board and committee meetings.
- Directors must fulfill the requirements and responsibilities of their position, for example:
  - Preparing for and attending board and committee meetings;
  - Upholding their fiduciary obligations and working cooperatively and respectfully with other board directors and advisors;
  - Complying with legislation governing the corporation, the corporation’s by-laws and policies, and all other applicable rules.
- Directors must sign an oath of office to adhere to CIRA’s rules, regulations and policies prior to the commencement of their term of office as Director.

Please complete the Candidate Questionnaire and agree to the Conflict of Interest Disclosure Statement on the following pages.

### Section 1: Employment

Occupation:	_____	
Employer:	_____	
Self Employed?	Yes / No	
Retired?	Yes / No / Other: _____	
Does your employer (if applicable) know you are seeking a position on the CIRA Board?	Yes / No	
Have you discussed with your employer (if applicable) the time commitment it involves, and that you may be required to take time off work to attend Board or committee meetings?	Yes / No	
Do you require the consent of your employer (if applicable) or anyone else to serve on the CIRA Board?	Yes / No	
Please indicate whose consent is required (if applicable):	_____	
Have you obtained those consents?	Yes / No	
Do you anticipate any difficulties in obtaining those consents?	Yes / No	
Have you asked your employer (if applicable) about any conflicts that exist or may arise that would affect or prevent you from serving on this Board?	Yes / No	
Are there any current or foreseeable conflicts with respect to your employer (if applicable) and your employer’s clients or suppliers that exist or may arise that would prevent you from serving objectively on this Board?	Yes / No	

## **Section 2: Time**

Do you anticipate constraints on your time that may affect your ability to serve on this Board?	Yes / No
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## **Section 3: Connection and/or financial Association with CIRA, and /or its Board Directors and Advisors.**

List of current CIRA Board Directors and Advisors:

- *The names and the jurisdiction of each board member and advisor will be listed here.*

Do you have the same employer as another board Director or Advisor?	Yes / No
To the best of your current knowledge, do you, or does a member of your immediate family, a business associate, or a close friend, work at / with / for, or have any direct or indirect connection or financial association with:	
CIRA?	Yes / No
A CIRA Certified Registrar (or a CIRA Certified Registrar's affiliate?)	Yes / No
A company that does business with CIRA?	Yes / No
A company that is competitive to CIRA?	Yes / No
A Current Board Director or Advisor?	Yes / No
A business whose primary client(s) is/are a current CIRA Board Director or Advisor?	Yes / No
If you answered "Yes" to any of the above questions, please provide details:	_____

## **Section 4: Domain Names**

To the best of your current knowledge, do you, or does a member of your immediate family, a business associate, or a close friend:	
Have (directly or indirectly) more than 200 .CA domain names registered with CIRA??	Yes / No
If so, please identify the same of such person(s):	_____
Have any interest (e.g. employment, shares, bonds, etc.) in any business or entity that has more than 200 .CA domain names registered with CIRA?	Yes / No
If so, please identify the same of such person(s):	_____

## **Section 5: Nomination Committee Candidates and Member Nominees**

### Nomination Committee Candidates:

- *The names and the city and province of each candidate will be listed here.*

### Member Nominees:

- *The names and the city and province of each nominee will be listed here.*

Do you have the same employer as Nomination Committee Candidate or Member Nominee?	Yes / No
To the best of your current knowledge, do you, or does a member of your immediate family, a business associate, or a close friend, work at / with / for, or have any direct or indirect connection or financial association with:	
A Nomination Committee Candidate or a Member Nominee?	Yes / No
A business whose primary client(s) is/are a Nomination Committee Candidate or a Member Nominee?	Yes / No
If you answered "Yes" to any of the above questions, please provide details:	_____

## **Section 6: Other**

Do you have any legal action or proceeding against CIRA or are you a party to any legal action or proceeding to which CIRA is an adverse party?	Yes / No
If "Yes" please provide details:	_____

## **Conflict of Interest Disclosure Statement**

Directors must avoid conflicts between their self-interest and their duty to the corporation.

I have read the following policy applicable to CIRA's directors: [Directors' Code of Conduct and Policy on Conflicts of Interest and Financial Associations](#).

In the event I become a Director of CIRA, I am not aware of any current or foreseeable circumstance that would put me in breach of the provisions of such policies.

**Full Name:** \_\_\_\_\_

**City:** \_\_\_\_\_

**Province/Territory:** \_\_\_\_\_

By selecting the buttons below, I declare the following:

- I meet the eligibility criteria and accept the conditions set out above.
- I certify that the information in this declaration is true.