



## Tax Clearance Online System Registration Form and User Agreement (Law Firm)

PLEASE TYPE OR PRINT IN INK WHEN COMPLETING THIS FORM AND FORWARD BY EMAIL TO : [taxclearance@gov.nl.ca](mailto:taxclearance@gov.nl.ca). ONLY EMAILED FORMS AND AGREEMENTS WILL BE ACCEPTED FOR PROCESSING

**LAW FIRM ACCOUNT**  
 New User     Remove User     Change Existing User

Law Firm Legal Name	Telephone (include Area Code)
	Facsimile

Mailing Address

City/Town	Province	Country	Postal Code
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**ADMINISTRATIVE USER(S) FOR LAW FIRM ACCOUNT**  
 New User     Remove User     Change Existing User  
 (At least one individual in your organization must be authorized as an administrative user. This user is responsible for issuing, updating, and monitoring organizational user accounts, including login credentials.)

Primary Administrative User Name (Last, First)	Telephone (include Area Code)	Email Address
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Alternate Administrative User Name (Last, First)	Telephone (include Area Code)	Email Address
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**AUTHORIZED CONTACT PERSON FOR LAW FIRM ACCOUNT**  
 (Must be an authorized signing officer for law firm.)

Authorized Contact Name (Last, First)	Telephone (include Area Code)	Email Address
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Title

**CERTIFICATION (By authorized contact person identified above)**

**I hereby certify that, to the best of my knowledge and belief, the information provided on this registration form is accurate and complete.**

Name (Please Print) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

## USER AGREEMENT

The following Terms and Conditions govern your organization's use, including all users authorized by your organization, of the Tax Clearance Online System. In order for you to activate the user account for your organization you are required to review and agree to the Terms and Conditions and provide the requested information by submitting the Registration Form and this User Agreement to the Department of Finance via e-mail to [taxclearance@gov.nl.ca](mailto:taxclearance@gov.nl.ca).

### Terms and Conditions:

I confirm that I am requesting activation of a user account for our organization for the purpose of using the Tax Clearance Online System.

For a sole practitioner:

I confirm that I am a practicing member in good standing of the Law Society of Newfoundland and Labrador pursuant to the Law Society Act, 1999, SNL 1999, c. L-9.1.

For a law firm:

I confirm that our organization is a law firm and members of the firm are practicing members in good standing of the Law Society of Newfoundland and Labrador pursuant to the Law Society Act, 1999, SNL 1999, c. L-9.1.

I acknowledge that registered users of the Tax Clearance Online System covered under this agreement will be limited to individuals who are lawyers, owners, managers, or employees of our organization who require access to the system for the performance of his/her duties on behalf of our organization and only such individuals will be granted access to the Tax Clearance Online System. Access to the Tax Clearance Online System by anyone using a registered user account of the organization will be the organization's responsibility.

I acknowledge that users will only access the Tax Clearance Online System for the express purpose of obtaining tax clearance certificates in respect of our organization's clients, where required for the performance of his/her duties on behalf of our organization.

I acknowledge that the Government of Newfoundland and Labrador may impose user requirements that it deems necessary for users to gain access to the Tax Clearance Online System and may require users to submit information in a specific format. These requirements may include, but are not limited to, browser type and minimum version, operating system and minimum version, minimum security settings, browser/computer settings to allow popup windows, download and installation of document viewer software and/or other features that may be required.

I confirm that our administrative user(s) is/are responsible for the administration of all registered user accounts for our organization's account, including the creation and management of registered user accounts and system credentials. The administrative user will notify the Tax Administration Division if they suspect that their account or a registered user's account has been compromised and, in the case of a registered user account, the administrative user will immediately assign new login credentials. The Tax Administration Division will assign new login credentials for the administrative user's account when required.

I will notify the Department of Finance to disable or update the administrative user(s) for the organization account if the user no longer requires access to the Tax Clearance Online System or is no longer employed with the organization, or if their information has changed.

I will notify the Department of Finance to disable or update our organization account if our organization no longer requires use of and access to the Tax Clearance Online System or our organization information has changed.

I acknowledge that our organization will be responsible for submitting all necessary information to the Tax Clearance Online System for the completion of a tax clearance search and for payment of the required processing fee for each clearance certificate request.

I confirm that our organization will obtain any necessary consent(s) from clients in respect of whom a tax clearance certificate is requested, where consent is required to comply with applicable laws.

I agree that the Department of Finance is not responsible for any unauthorized access, use, or disclosure of information by a registered user or other person. I further agree and undertake to indemnify and save harmless and to keep indemnified the Department of Finance from any claims, demands, actions, or suits which may be brought against the Department of Finance in connection with our organization's account and use of the Tax Clearance Online System.

By signing this agreement, I confirm that our organization will adhere to the Terms and Conditions of the Tax Clearance Online System outlined above. Any breach of security or failure to comply with these Terms and Conditions could result in termination of privileges and access to the Tax Clearance Online System for our organization and/or any or all users covered under this agreement.

This user agreement is subject to the disclaimer, privacy, and liability notices attached to this agreement and as indicated on the Tax Clearance Online System web site. I acknowledge that I have read, understand, and our organization will comply with, in full, this user agreement and the attached disclaimer, privacy, and liability notices. This agreement and attached notices will be shared with other members of the organization as considered necessary to ensure organization adherence. I also acknowledge that this agreement and attached notices may be amended from time to time by the Department of Finance with written notice to the organization.

**As an authorized signing officer of \_\_\_\_\_ (Law Firm legal name), I agree to the terms and conditions for use of the Tax Clearance Online System as detailed above and the disclaimer, privacy, and liability notices attached below.**

**Authorized Signature:** \_\_\_\_\_

**Name (please print):** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **DISCLAIMER**

The Department of Finance does not warrant or make representations as to the functionality or condition of the Tax Clearance Online System, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. The Department of Finance is neither responsible nor liable for any viruses or other contamination of your system nor for any delays, inaccuracies, errors or omissions arising out of your use of this system or with respect to the material contained on the system, including without limitation, any material posted on the system.

The Tax Clearance Online System and all materials contained in it are distributed and transmitted "as is" without warranties of any kind, either express or implied, including without limitation, warranties of title or implied warranties of merchantability or fitness for a particular purpose. The Department of Finance is not responsible for any special, indirect, incidental or consequential damages that may arise from the use of, or the inability to use, this system and/or the materials contained on this system whether the materials are provided by the Department of Finance or a third party. Nothing contained in this system constitutes or is intended to constitute legal advice by the Department of Finance or any of its agencies, officers, employees, agents, or representatives.

## **LIABILITY EXEMPTION**

The Government of Newfoundland and Labrador has taken all reasonable measures to ensure that encrypted data on this web site will not be accessed by unauthorized users. However, it may be possible that encrypted data sent over the internet can be intercepted. Consequently, the Government of Newfoundland and Labrador cannot warrant that credit card, interac debit card, or other customer information sent over the Internet will be free of unauthorized interception. Therefore, the Government of Newfoundland and Labrador shall not be liable for any losses incurred due to unauthorized interception of credit card numbers, interac debit card numbers, or other customer information.

**PRIVACY AND CONFIDENTIALITY NOTICE**

The Tax Clearance Online System contains personal and confidential information that is protected by federal and/or provincial privacy laws. Where personal information is provided for registration purposes or through use of the Tax Clearance Online System you are consenting to its collection, use and disclosure for those purposes or for a use consistent with those purposes. If such personal information belongs to a third party and you are not legally authorized to provide it, you must obtain the consent of the third party before you provide the information to the Tax Administration Division or through the Tax Clearance Online System.

All information you provide on this registration form and all information collected through the Tax Clearance Online System, both personal and business related, will be kept confidential and in compliance with the *Access to Information and Protection of Privacy Act, 2015* (<http://www.assembly.nl.ca/legislation/sr/statutes/a01-2.htm>). Any use or disclosure of information disclosed to you through the Tax Clearance Online System must be in compliance with privacy laws that are applicable to your organization.

If you have any questions regarding privacy and confidentiality please contact the Tax Administration Division toll free at 877-729-6376.

This disclaimer and the liability and privacy notices are in addition to the general Government of Newfoundland and Labrador **Disclaimer/Copyright/Privacy Statement** on the Government of Newfoundland and Labrador website.

**OFFICE USE ONLY**

Reviewed by:		Date:
Approved by:		Date: