

Insert the Organization's name and/or logo

NOTICE OF SECURITY ASSESSMENT, AUTHORIZATION AND ACKNOWLEDGEMENT RELATING TO CONTROLLED GOODS

Name of Individual Security Assessed:

Name of Registered Person:

Director Officer Employee/Student

(Name of Organization)

This notice is to inform you that you have been security assessed under section 15 of the *Controlled Goods Regulations*; and are authorized to examine, possess and/or transfer controlled goods while in the employ of the Registered Person named above.

It is important that you are aware of what this security assessment means:

- For the purpose of the *Defence Production Act* and the *Controlled Goods Regulations*, the scope of your organization's registration under the Controlled Goods Program (CGP) extends to you in the course of your duties with the Registered Person.
- If you knowingly transfer a controlled good to an unauthorized person, company or individual, or permit the examination of a controlled good by an unauthorized person, company or individual, you may be subject to prosecution which carries a fine of up to \$2 million or a prison term of up to 10 years, or both, for each offence.
- Authorized persons are: other CGP registered organizations, individuals exempted from registration by the CGP upon approved application (including foreign temporary workers and visitors) and excluded individuals (individuals acting in good faith in the course of their duties while occupying a position in the federal public service or a federal Crown Corporation or employed by a province or territory of Canada).

It is also important that you inform the organization of any change in information that may put your security assessment in doubt, such as involvement in criminal action.

Your security assessment is considered valid for a period of up to five years and is subject to revision at any time from the date of this notice.

Designated Official:

Print Name

Signature

Date

Employee Acknowledgement

I acknowledge this authorization and agree that I shall not disclose or transfer a controlled good to another person, company or individual, or permit the examination of a controlled good by a person, company or individual who is not registered or exempt from registration with the Controlled Goods Program. I also agree to comply with all applicable Canadian laws, including the *Export and Import Permits Act*, if exporting a controlled good.

Authorized Employee:

Print Name

Signature

Date

Insert the Organization's name and/or logo

Requirement to Maintain Records

The registered person must keep and maintain records of security assessments and supporting documentation in respect of each individual who possesses or transfers controlled goods, during the period of the employment and for a period of two years after the day on which they cease to be an officer, director or employee. The Designated Official must maintain a current listing of all individuals who have been security assessed and whether or not they were granted access to controlled goods.

Non-Disclosure of Information

Under the *Defence Production Act* (section 30):

"No information with respect to an individual business that has been obtained under or by virtue of this Act shall be disclosed without the consent of the person carrying on that business, except:

- a. to a government department, or any person authorized by a government department, requiring the information for the purpose of the discharge of the functions of that department; or;*
- b. for the purposes of any prosecution for an offence under this Act or, with the consent of the Minister, for the purposes of any civil suit or other proceeding at law."*