



# User Access Request Form

2235 Sheppard Avenue East, Atria II, Suite 1100, Toronto, Ontario, Canada M2J 5B5  
Tel.: 416-445-5912 Fax.: 416-449-9357

## FINANCIAL INFORMATION COLLECTION SYSTEM

### Instructions

Please **PRINT** clearly.

- The Company and User Information must be completed in full.
- The user and a witness must sign the security agreement.
- **Return the completed form by fax Financial Information at (416) 644-3138 or email to FI@IBC.CA**

### **Company Information**

Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Date of Request: \_\_\_\_\_

### **User Information**

User Full Name:  Mr.  Ms. \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

### **User Access** (Please select ONE of the following options)

New User ID  Existing User ID \_\_\_\_\_  
 Cancel User ID \_\_\_\_\_ Reason: \_\_\_\_\_

### **Contact Role**

FI Coordinator  FI Authorizing Contact

OSFI ID(s): \_\_\_\_\_

Reporting Company Number(s): \_\_\_\_\_

Signature: \_\_\_\_\_

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

**INFORMATION and SYSTEM SECURITY AGREEMENT FOR PORTAL APPLICATIONS:**

In consideration of Insurance Bureau of Canada, as the service provider to General Insurance Statistical Agency (GISA) on statistical services, allowing my authorized access to its computer facilities, I understand and agree, that:

- 1. I will not disclose to any person my User ID(s) as assigned by Insurance Bureau of Canada or my password(s);
- 2. I will use only ID(s) or password(s) assigned to me;
- 3. I will not pre-program any password(s) for automatic entry into any part of the computer facilities of Insurance Bureau of Canada;
- 4. I will use the computer facilities of Insurance Bureau of Canada and any software or other information relating to or contained in those facilities for the sole purpose of fulfilling my job duties, or covenants set out in separate agreement(s) related to the computer application(s) which I am authorized to use;
- 5. I will treat as confidential any information of Insurance Bureau of Canada and not disclose such information to any other party unless specifically authorized by Insurance Bureau of Canada, or if such information is publicly available;
- 6. I will not, to the best of my knowledge, through the use of the computer facilities of Insurance Bureau of Canada, infringe or violate the patent, copyright, license or proprietary right of any third party;
- 7. I will immediately advise Insurance Bureau of Canada of any misuse of the computer and communication resources, the software or information relating to or contained in Insurance Bureau of Canada facilities of which I become aware;
- 8. I will take all reasonable steps to prevent any pirated software, computer viruses and destructive programs from entering into any of the computer and communication resources of Insurance Bureau of Canada;
- 9. I will not access, alter, destroy or copy any software or information relating to or stored in the computer facilities of the Insurance Bureau of Canada unless specifically authorized by Insurance Bureau of Canada;
- 10. I will take all reasonable steps to ensure the accuracy and completeness of the information I provide to Insurance Bureau of Canada, pertaining to the application(s) I am authorized to use;
- 11. I will not collect, use or disclose personal information held by or obtained from Insurance Bureau of Canada unless specifically authorized by Insurance Bureau of Canada.

I have read and I understand the security policies stated above and will comply with them. I understand that the failure to comply with the security policies may result in action by Insurance Bureau of Canada.

**IN WITNESS WHEREOF the undersigned has executed this Agreement on the \_\_\_\_ day of \_\_\_\_, 20\_\_.**

**NAME:** \_\_\_\_\_ **COMPANY:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

I have witnessed the signature of \_\_\_\_\_

**NAME:** \_\_\_\_\_ **COMPANY:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_