

**ENTERPRISE CAPE BRETON CORPORATION  
APPLICANT'S REQUEST FOR PAYMENT**

APPLICANT NAME:	PROJECT NO.	CLAIM NO.
Address:	Period Covered: From: _____ To: _____	
	FINAL REQUEST: <input type="checkbox"/> YES <input type="checkbox"/> NO <b>If yes, a Final Payment Certificate must be attached.</b>	
DO YOU HAVE A HST/GST REGISTRATION NUMBER? <input type="checkbox"/> YES <input type="checkbox"/> NO NUMBER:	Contact Name:  Telephone No.: Fax No.:	

**PLEASE REFER TO INSTRUCTIONS ON THE REVERSE OF THIS FORM**

DESCRIPTION OF COSTS	NAME OF SUPPLIER	INVOICE NUMBER	INVOICE DATE	Invoice Amt HST/GST included	HST/GST included in invoice
				\$	\$
Total invoice amount of this page				\$	
Total carried forward from other pages				\$	
Total invoice amount				\$	
Less the Total HST/GST included in the invoices				\$	
Total Costs Claimed				\$	

**CERTIFICATION** (to be signed on the last page of this claim)

I hereby certify to the following:

- a)  YES  NO that the assets claimed above are on site. (If no, please explain)
- b)  YES  NO that the above noted costs have been incurred and are eligible project costs.
- c)  YES  NO that all the requested information is accurate and complete.
- d)  YES  NO that the project is in compliance with all special and general conditions of the contract.
- e)  YES  NO that any contribution provided as a result of this claim will be applied directly and only to eligible project costs.

**ELIGIBLE COSTS CLAIMED AND PAID TO SUPPLIERS**

(1) Total Costs Claimed in previous claim(s)	\$
(2) Total Costs Claimed in this claim	\$
(3) Total Costs Claimed to date (1+2)	\$
(4) Of the total Costs Claimed (3), indicate the amount paid to suppliers to date	\$

I hereby solemnly declare that the above information is true, knowing that this declaration is of the same force and effect as if made under oath and by virtue of the *Canada Evidence Act*.

PRINT NAME OF AUTHORIZED SIGNING AUTHORITY	SIGNATURE OF AUTHORIZED SIGNING AUTHORITY	DATE

## INSTRUCTIONS TO APPLICANT

### Progress Payments and Final Payments

1. Claims may be submitted to ECBC for costs that have been incurred (i.e. you have been invoiced by the supplier). Normally, a progress claim should represent at least 10% of eligible costs. Please read your contract carefully to determine exactly which costs are considered eligible costs.
2. Please use the form "Applicant's Request for Payment". Copies may be made should you require additional pages.
3. When showing the cost of an eligible item, **include the HST/GST, Provincial Sales Tax, freight and delivery costs.**
4. Show the total amount of HST/GST included in the eligible costs in "**Total HST/GST included in the invoices**" at the bottom of the form.
5. After completing the top portion of the form, please list all individual costs being claimed.
6. Do not submit supporting documents. However, purchase orders, cancelled cheques, invoices, receipts and all other supporting documentation must be retained and be readily available for examination in the event of an audit.
7. The appropriate box should be checked, indicating the presence of assets on site. If you check "no," please provide details on the progress report.
8. It is essential that the certification at the bottom of the last page of the Request for Payment be duly signed and dated by an authorized signing authority.
9. The "Applicant's Final Payment Certificate" must be duly completed and submitted by you with the final claim.
10. The total amount paid to suppliers with respect to eligible costs claimed must be reported in the Eligible Costs Claimed and Paid to Suppliers section at the bottom of the Request for Payment. You are expected to maintain sufficient records to enable you to provide that information with each claim.
11. If you require any further information or need assistance in completing the form, please do not hesitate to contact Debbie or Paul at the ECBC office.

Debbie Delaney  
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