



Listuguj
MI'GMAQ GOVERNMENT

PER CAPITA DISTRIBUTION (PCD) OF SETTLEMENT FUNDS APPLICATION INSTRUCTIONS

GENERAL INFORMATION AND INSTRUCTIONS

The term “applicant” means a member of the Listuguj Band who is applying for a one-time lump sum per capita distribution (PCD) of the Settlement Agreement Funds by completing this Form. Please ensure the application form is completed clearly, in print form, and in black or blue ink, or you may complete the fillable PDF that is available online.

You may obtain the PCD Application Form and Instructions:

1. Download from www.listuguj.ca,
2. Download from LMG Facebook page,
3. At the Band Office in Listuguj
4. Receive it by mail.

Requirements for Applying

Any person who wishes to apply for the PCD must meet the following requirements:

- Must be a registered Listuguj Band member and born and alive as of Effective Date of the Settlement Agreement, April 29, 2015.
- Must be 18 years of age or older.
- Must have two valid government-issued IDs.
- If applying on behalf of a member, you must be legally authorized to submit an application.

Options for Applying: In Person or By Mail

- Members applying for the PCD may apply in person, or by mail.
- If applying in person, please see Section D, “Option 1” for specific instructions.
- If applying by mail, please see Section D, “Option 2” for specific instructions.

SECTION A: Applicant Information

The basic personal information in this section will help the Listuguj Mi'gmaq Government (**LMG**) validate your identity and determine eligibility for this one-time payment. (* Asterisk denotes information you must provide.)

Surname*: Your last name as it appears on your birth certificate or Certificate of Indian Status.

First Name*: Your first name as it appears on your birth certificate or Certificate of Indian Status.

Middle Name: Your given middle name(s) at birth as it appears on your birth certificate or Certificate of Indian Status.

Alias: Any other name or nickname you use

Gender*: Check the box next to your gender.

Date of Birth*: Your date of birth by day, month, and year.

Certificate of Indian Status Card No.*: Your 10 digit band number starting with “051”.



Your registry number will appear here if you have an older card design



Your registry number will appear here if you have a secure Certificate of Indian Status

Mailing Address*: Print your mailing address including the street, post office box, city, postal/zip code, and country. For Members residing outside Canada, this is where the PCD cheque will be mailed, should you choose this method in Section C.

Daytime Telephone: Telephone number where you can be reached during the day. (i.e. home, work, cell)

Alternative Telephone: Your telephone number where you can be reached at any time. (i.e. home, or cell)

Email address: Your email address.

SECTION B: Proof of Identity

The purpose of Section B is to have applicants document the authentication of their identity using their own identification documents. Both ID's submitted to support your identity must be valid and government-issued.

At least one of your two identification documents must include all of the following:

- Your name
- Gender
- Date of birth
- Signature
- Photo

(For example, a Certificate of Indian Status Card, Driver's License, Health Card, Passport, and Birth Certificate qualify as one of these documents.)

Type of Document: From two government-issued identification documents, write the Type of Document (Example: “Certificate of Indian Status”, “Driver’s License”, “Health Card”, “Passport”, etc.)

Document Number: If applicable, write the number that normally appears in the top right of the document. Or alternatively write the number that identifies you to the authority from which the document originated.

Date of Expiry: If applicable, write in the expiration date identified on the identification document.

Your Name As It Appears on Document: Write your name exactly as it appears on the identification document.

SECTION C: Payment Method Options

There are two options for the way you can be paid the PCD amount: direct deposit or wire transfer. Select only **one** by placing a check mark in the box next to your preferred payment method option.

Direct Deposit: The PCD amount will be deposited directly into your bank account. Only Canadian bank accounts are eligible for this payment method option.

Wire Transfer The PCD amount will be deposited directly into your bank account. Only non-Canadian members with non-Canadian bank accounts are eligible for this payment method option.

Direct Deposit Information

Direct Deposit is a convenient, reliable and secure method to receive your one-time payment. It allows for faster access to your money, and there is little or no risk of your money being held (as a cheque could be), or delayed as a result of unforeseen delivery issues. If you choose direct deposit, you must write your personal banking information in the spaces provided. You must also include either a personal banking cheque marked “VOID”, or a certificate of personal banking information issued by your financial institution.

Financial Institution Name: The complete name of your financial institution. (For example if your bank is CIBC, you will write Canadian Imperial Bank of Commerce.)

Financial Institution Telephone Number: Telephone number of your financial institution.

Financial Institution Address: Your financial institution’s complete address.

Branch Number: A 5-digit number located at the bottom of your cheque. (See example below) If you do not have a cheque available, contact your branch for its branch number.

Institution Number: A 3-digit number located at the bottom of your cheque. (See example below). If you do not have a cheque available, contact your branch for its institution number.

Account Number: A number identifying your account number located at bottom of your cheque. (See example below) If you do not know your account number go to see your branch to obtain it.



Cheque number * Transit (Branch) number Financial Institution number Designation number Account number

* Your branch number is the first 4 digits of this 5 digit sequence.

SECTION D: Applicant Solemn Declaration

PLEASE NOTE: For Section D, there are two options for either applying in person, or applying by mail. **CHOOSE ONLY ONE.**

Option 1: Complete this subsection only if you will be **applying in person.**

Option 2: Complete this subsection only if you will be **applying by mail.**

OPTION 1: Applying In Person and Authentication by LMG PCD Application Clerk

PLEASE NOTE: When applying for the PCD in person, signing the application in the absence of an LMG PCD Application Clerk will automatically invalidate your application and you will be instructed to complete a new PCD Application Form.

If you choose Direct deposit, ensure you have your personal cheque marked “VOID” or a certificate of personal banking information issued by your financial institution.

After filling in the PCD Application Form, read the declaration. Present your valid personal identification (ID) documents to the PCD Application Clerk who will make photocopies of all documents and will maintain a file for your application at the LMG. Then, when instructed by the LMG PCD Application Clerk as your witness, sign the application.

OR

OPTION 2: Applying By Mail and Authentication by Commissioner of Oaths or Notary Public.

PLEASE NOTE: When applying for the PCD by mail, signing the application in the absence of the notary public, Commissioner of Oaths, or any other person authorized to receive solemn declarations, will automatically invalidate your application and you will be instructed to complete a new PCD Application Form.

If you are applying by mail, your identity must be validated and your signature of the solemn declaration must be witnessed by a notary public, Commissioner of Oaths, or any other person authorized to receive

solemn declarations. In addition to witnessing your signature of the Solemn Declaration, have the Notary Public or Commissioner of Oaths certify true copies of your application documents (front and back of all IDs and the VOID cheque or certificate of personal banking information issued by your financial institution). The Notary Public or Commissioner of Oaths must sign and stamp your application form.

Mail your completed Application Form and certified “true” supporting documentation (including, if you choose Direct Deposit as the PCD payment method, your “VOID” cheque or personal banking certificate) to:

Felicia Mitchell
Economic Development Administrative Assistant
17 Riverside West
P.O. Box 298
Listuguj, Quebec
G0C 2R0
Canada

SECTION E: Permission to send future LMG Communications

Occasionally, the Listuguj Mi’gmaq Government (LMG) would like to provide information to Listuguj members through the mail or by email. We need your permission to do this. Place a check mark in the box next to the statement, “Yes, I would like to receive Listuguj Mi'gmaq Government communications in the future”, if you agree with it.

ADDITIONAL INFORMATION

Representatives or Power of Attorney (POA) for the Applicant

If you are a legally authorized representative for an applicant, you may make an application on behalf of this applicant and sign the PCD Application Form. You must first provide as a valid legal document such a valid power of attorney (POA) to support your representation of the applicant. You must provide the original, signed version of this document or a notary certified “true” copy of it, with the remainder of the application documentation.

Power of Attorney: A power of attorney is a legal document that gives a person, or more than one person, the authorization to carry out administrative tasks on behalf of another person and to manage this person’s money and/or property on his/her behalf. The person with such duly delegated authority that one appoints is called a “mandatory”. That person does not need to be a lawyer.

Contact Information (For additional info)

All enquiries should be sent to:

By Mail:	Listuguj Mi'gmaq Government Attn: Tim Dedam Economic Development Manager 17 Riverside West Listuguj (Quebec) G0C 2R0
By Telephone:	418-788-2136
By Email:	Tim Dedam Economic Development Manager Tim.dedam@listuguj.ca Felicia Mitchell- Economic Development Administrative Assistant: Felicia.mitchell@listuguj.ca
Please visit:	www.listuguj.ca