



Yukon Corporate Online Registry (YCOR): Private Filing Key (PFK): Terms of Use

Please notice that, if you are not an employee of Community Services, you must agree to the following terms in order to use the PFK:

Effective Date: August 5, 2019

Updated: April 1, 2021

I AGREE TO THE TERMS SHOWN BELOW:

By requesting and using the PFK, you:

1. Confirm that you are either:
 - a. a duly authorized representative acting on behalf of a sole proprietorship, body corporate, or a firm for which you will be exclusively using this regular account; or
 - a. a lawyer licensed to practice law in Yukon, acting in a professional capacity on behalf of clients and that you are also completing the “application for an individual intermediary account” form to acquire the special privileges associated with an intermediary account by taking the following steps:
 - i. registering online;
 - ii. completing and submitting a Registered Individual Intermediary Account Application (for review by Corporate Affairs); and
 - iii. agreeing to the terms and conditions for the use of the intermediary account;

and have the required authority (including authority as solicitor, attorney or agent) to request the key in order to submit information or documents online through YCOR for filing;

2. Acknowledge that it is your responsibility to keep the issued PFK private, and that you, as the user, will be personally responsible for the use of the key;
3. If a regular account holder, you/the user, represent and warrant that the documents submitted online through YCOR using the PFK issued to you are true and complete copies of the contents of the originals of those documents that have been signed by the required party(ies) to them;
4. If an individual intermediary account holder, you/the user, assume the entire risk as to the completeness and accuracy of any and all information submitted to YCOR through the use of the PFK. You/the user are personally responsible to ensure the information provided does not contain any material misstatement of fact or omit any material fact.;
5. Acknowledge that you are responsible for the information or documents being submitted online through YCOR, using the PFK to sign the form(s), and for ensuring that the information or documents comply with all legal requirements;
6. Acknowledge that it is your responsibility to retain any original signed document in accordance with legislative requirements.
7. Acknowledge that it is and remains the responsibility of the sole proprietorship, body corporate, or firm to ensure that the information provided does not contain any material misstatement of fact or omit any material fact¹;
8. Acknowledge that the sole proprietorship, body corporate, or firm 's management will also be informed of the request, including the identity of the individual making the request for the PFK ; and
9. Indemnify Corporate Affairs (a branch of the Government of Yukon's Department of Community Services) from all responsibility for any filing errors, or any other losses of any kind, including to any third parties, that might result from using the PFK and the application of the electronic protocols.

¹ Accuracy of the contents of original documents remains the responsibility of the sole proprietorship, body corporate, or firm, regardless if the information is submitted by the organization's representative as regular account holder, or through a registered individual intermediary account or submitted in paper form to Corporate Affairs Staff.