



MSIS External User Account Setup Request Form

Organizations

This form is to be used by Organizations when applying for a Municipal Support Information System (MSIS) account.

Section 1: General Information		
Legal Name of Organization:		
Mailing Address:		
Community :	Prov:	Postal Code:
Contact Name:	Title/Position:	
E-mail (mandatory):		
Telephone (daytime):	Fax:	
Website:		
Head of Organization (if different from above):	Signature:	

Section 2: Additional Recipient Information			
Type of Recipient:	<input type="checkbox"/> Non-Profit Organization ¹	<input type="checkbox"/> For-Profit Organization ²	<input type="checkbox"/> Post-Secondary Institution ³
	<input type="checkbox"/> Indigenous Recipient ⁴	<input type="checkbox"/> Public Sector Body ⁵	<input type="checkbox"/> Other
Department of Finance Supplier Number (if applicable):			

Completed forms should be returned to MAEInfo@gov.nl.ca. The requestor will be notified with an email once the account is created.

Privacy and Confidentiality Notice

Information collected from this application is to be used for purposes directly related to the operation of the relevant programs and for statistical reports and will be kept confidential unless required or authorized by laws including Access to Information and Protection of Privacy (ATIPP) for release.

Notes for Types of Recipients

¹ **Non-profit organizations** must be incorporated entities that are registered as either a non-profit or a charity, in accordance with applicable federal and/or provincial statutes. For additional information, see <http://www.involvenl.ca/resources/legal#register>.

² **For-profit organizations** must work in collaboration with one or more of the following:

- i. Any of the other entities specifically identified under Type of Recipient (i.e. not including “Other”);
- ii. the Provincial Government; or,
- iii. an Indigenous government.

³ **Post-secondary intuitions** must work in collaboration with a municipality, and be public or not-for-profit institutions that are directly or indirectly authorized, under the terms of provincial or federal statute, or royal charter, to deliver post-secondary courses or programs that lead to recognized and transferable post-secondary credentials.

⁴ **Indigenous recipients** include the following:

- i. A band council within the meaning of section 2 of the *Indian Act*;
- ii. A First Nation, Inuit or Métis government or authority established pursuant to a self-government agreement or a comprehensive land claim agreement between Her Majesty the Queen in Right of Canada and an Indigenous people of Canada, that has been approved, given effect and declared valid by federal legislation;
- iii. A First Nation, Inuit or Métis government that is established by or under legislation whether federal or provincial that incorporates a governance structure; and
- iv. A not-for-profit organization whose central mandate is to improve Indigenous outcomes, working in collaboration with one or more of the Indigenous entities referred to above, a municipality, or Newfoundland and Labrador.

⁵ **Public sector bodies** must be established by or under provincial statute or by regulation or be wholly-owned by the Provincial Government, or a municipal or regional government.