

Template Change Request Requirements

Document

- Generate the word document using Emergent Create Documents
- Although multiple documents can be attached to a single request, each Change Request must be a separate word document.

Changes

- **Make changes stand out**
- Use Track Changes (preferred) OR
- Ensure markups and instructions are clear
- Provide template name by hovering over the display name in Create Documents

Submitting

- Use Zendesk to create the Change Request ticket and attach the word document
- Zendesk instructions can be found at www.emergent.ca/help or [here](#)

Examples

Track Changes Within Document

Dear Sirs/Mesdames:

RE:	567567 Ontario Inc. (the "Corporation") - Incorporation and Organization File No. <u>Matter Number:</u>
-----	---

Further to your instructions at our initial meeting, ~~We~~ we are pleased to report to you on the incorporation and organization of the Corporation ~~which we have completed pursuant to your instructions.~~ While complete details of the organization of the Corporation are contained in the corporate records of the Corporation, we thought it would be useful to summarize for you the more important matters relevant to the Corporation.

Track Changes with Comments

Attention: Joseph Ritchie

Dear Sirs/Mesdames:

RE:	567567 Ontario Inc. (the "Corporation") - Incorporation and <u>Organization</u> <u>Matter Number:</u>
-----	--

Further to your instructions at our initial meeting, we are pleased to report to you on the incorporation and organization of the Corporation. While complete details of the organization of the Corporation are contained in the corporate records of the Corporation, we thought it would be useful to summarize for you the more important matters relevant to the Corporation.

Jean Turner
Extend table to margin (same as paragraph below)

Jean Turner
Formatted Table

Jean Turner
Deleted: File No.

Jean Turner
Deleted: We

Jean Turner
Deleted: which we have completed pursuant to your instructions

Comments within Document

Majority to Govern [Delete this paragraph](#)

10. ~~If at any time my Trustees are unable to agree regarding any matter in connection with my «field1estate», the decision of a majority of my Trustees shall govern, provided «SPOUSENAME», if a Trustee, votes with the majority, and be binding upon all persons concerned even though any one or more of my Trustees may be personally interested or concerned in the matter in dispute or question. Dissenting Trustees are relieved from all responsibility for any action taken upon a decision in which they did not concur. If at any time there is an even number of Trustees, I have every confidence that they will jointly consult a person who will help them resolve, or otherwise settle on a means to resolve, their disagreement.~~

Majority to Govern [Replace with this paragraph](#)

11. If at any time my Trustees are unable to agree regarding any matter in connection with my «field1estate», the decision of a majority of my Trustees shall govern, provided **[name of trustee with highest priority]**, if a Trustee, votes with the majority, and be binding upon all persons concerned even though any one or more of my Trustees may be personally interested or concerned in the matter in dispute or question. Dissenting Trustees are relieved from all responsibility for any action taken upon a decision in which they did not concur. If at any time there is an even number of Trustees, I have every confidence that they will jointly consult a person who will help them resolve, or otherwise settle on a means to resolve, their disagreement.