Template Change Request Requirements



- 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



- 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

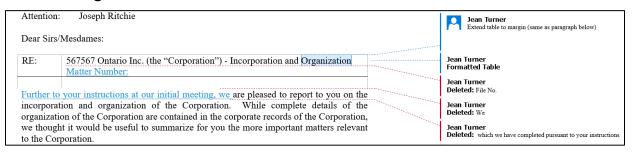


Examples

Track Changes Within Document

| | File No. Matter Number: |
|------------|------------------------------------------------------------------------------|
| | |
| 373 (4) | |
| Further to | your instructions at our initial meeting, We we are pleased to report to you |
| | oration and organization of the Corporation which we have completed purs |
| | structions. While complete details of the organization of the Corporation |
| | in the corporate records of the Corporation, we thought it would be useful |

Track Changes with Comments



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.

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