



Centro Legal Works Inc.

Due Diligence Request Form

OAPSOR
 Ontario Association of Professional
 Searchers of Records
 Toronto Board of Trades
 Local Business Network
Bar-Ex
 Marketplace Supplier

425 University Avenue, Suite 605
 Toronto, ON Canada M5G 1T6
 Tel: 416.599.4040 | 1.877.239.6616
 Fax: 416.599.8655 | 1.877.239.0244

Email: search@centrolegalworks.com
 Web: http://www.centrolegalworks.com

Step 1 – Contact Information

Your Name (Bill to info): (Indicate your company name and address)	
Your Phone Number: _____	Fax Number: _____
Your File Number: _____	Email Address: _____
Send Results by:	Required by (date): _____
Names to be Searched:	Date of Birth, Corporation or BIN number (if known)
Notes or Instructions:	

Step 2 – Due Diligence Search Products

	City of Search	Province of Search
Corporate Profile Report or Business Name Search (or equivalent)	Not Applicable	
Certificate of Status /Compliance/Good Standing (or equivalent)	Not Applicable	
PPSA – Uncertified Report PPSA Certified (Not avail. in all Prov.)	Not Applicable	
Bank Act – Section 427 (Searched by Province)	Not Applicable	
Bulk Sales Act Search (not available in all Prov. due to repealed legislation)		
Writ of Exection/Sherrif’s Execution		
Litigation Search – Provincial Courts		
Local Bankruptcy Search – not available in all Provinces. Example: in Ontario, the search is only available in Toronto.		
Insolvency Name Search – Superintendent of Bankruptcy – Canada	Not Applicable	CANADA

Step 3 – Payment by Credit Card

CREDIT CARD TYPE:	VISA	MASTER CARD	AMERICAN EXPRESS
Name on Card First Name: _____	Middle Initial: _____	Last Name: _____	
Card Number: _____	Expiry Date (MM/YYYY): _____		
Signature of Cardholder:			
<i>Your signature authorizes Centro Legal Works to charge the required fees to the credit card indicated above. You will be contacted to confirm the total charges. Thank you.</i>			

Based on a request from your office via facsimile, electronic mail or verbal instruction by you or an agent of your office, we, Centro Legal Works Inc. (“Centro”) have been authorized to perform the searches indicated above. Centro makes every effort to ensure the accuracy of the information provided to clients. Centro makes no warranties, either expressed or implied, on the accuracy and completeness of the information provided by the various government offices and databases due to many sources of potential error in the storage, maintenance, retrieval or incorrect interpretation of the information supplied and therefore cannot be held liable for any loss or damages.