
Instructions - Acknowledgement of Receipt of Rules and Occupancy Agreement

When your co-op has received the stamped copy of the new Rules from the Registrar, give a copy to each member. You can give one copy of the Rules and Occupancy Agreement to:

each household, or

each member.

We suggest you provide a copy of the co-op's Memorandum too.

All members should sign this form: principal members, associate members or joint members. Keep the signed form in members' files.

Please note: Members are not required to sign the Occupancy Agreement. Signing to confirm receipt of the Rules is sufficient. Members are bound by the Memorandum, Rules and Occupancy Agreement as if they were a signed contract (section 18 of the *Co-op Act*), whether or not they acknowledge receipt, but it is good practice to follow this step in case there is a dispute sometime in the future.

When the board accepts new members, use the Application and Subscription for Shares form, which includes an acknowledgment of receipt of the Rules and Memorandum.

Email: This form asks the member to provide an email for the purpose of sending notice as set out in the Rules. Where a member does not provide an email address, the co-op must send notice by one of the other ways set out in Rule 26.1.

Referenced Documents and Relevant Resources

- Template Acknowledgement of Receipt of Rules and Occupancy Agreement

This is part of the Model Rules 2.0 document collection.

