



# VANCOUVER CONDOMINIUM SERVICES LTD.

400 - 1281 W. GEORGIA STREET, VANCOUVER, B.C. V6E 3J7

## THE PRE-AUTHORIZED CHEQUE PROGRAM

The PAC program is a convenient way to save postage, avoid postal charges and late-payment fines. With pre-authorized payments there are no cheques to get lost or stolen - you avoid the embarrassment of missed payments, and you may stop payment at any time if you feel the necessity to do so. If you are away on vacation, out of town on business or ill, your payments will continue to be made on time. Should you move your account from one bank or branch to another, advise us by the 15th of the month prior to the debit date and we will arrange a new agreement with you so payments can continue uninterrupted. You continue to have control just as with cheques you have written. You may instruct your branch to stop payment before it goes through your account and you may discontinue payments altogether at anytime, by advising us in writing.

Enroll today by completing the attached application form specifying the amount, the effective date (1st of the month) and your chequing account number as well as all areas highlighted in yellow. Be sure to attach a void cheque to your application. It's that simple!

### IMPORTANT

Applications and changes must be received in our office by the 15th of any month in order to be effective on the 1st of the following month. For changes to be made to your account numbers we must receive a new "void" cheque with your written request. If you believe that your application and/or changes will not be received by Vancouver Condominium Services Ltd. by the 15th of the month, please send us one cheque for the strata fee to keep your account up-to-date.

\* Please keep this for your future reference\*

For further information on the PAC or any accounting query, please call (604) 684-5329 and have your strata plan number and suite number available.



# **I M P O R T A N T**

**Please read**

**YOUR STRATA FEES ARE DUE ON THE FIRST OF EACH MONTH, NOT THE LAST DAY LIKE YOUR MORTGAGE.**

**IF YOU JOIN THE P.A.C. PLAN, THE FIRST WITHDRAWAL DOES NOT COME OUT OF YOUR BANK ACCOUNT UNTIL THE FIRST OF THE FOLLOWING MONTH IF WE GET YOUR APPLICATION BY THE 15TH. IF IT COMES AFTER THE 15TH THERE IS NO WITHDRAWAL UNTIL THE SECOND FOLLOWING MONTH.**

## **Examples**

**P.A.C. application arrives  
at our office between  
March 1st and 15th.**

**First P.A.C. withdrawal  
will be April 1st.**

**P.A.C. application arrives  
at our office between  
March 16th and 31st.**

**First P.A.C. withdrawal  
will be May 1st.**

## PRIVACY POLICY

Please note that any organization that collects, uses or discloses "personal Information" as that term is defined in the federal *Personal Information Protection and Electronic Documents Act* (the "PIPEDA") and/or the B.C. *Personal Information Protection Act* (the "PIPA"), is required to implement practices and policies to ensure compliance with the requirements of that legislation as of January 1, 2004. Therefore, your strata corporation, through your strata council must do so, as must Vancouver Condominium Services Ltd. ("VCS") in its capacity as agent for your strata corporation.

VCS has identified the types of personal information already in its possession or control as of January 1, 2004 to which the new privacy legislation applies, and will not use or disclose any such information without obtaining consent as and where required. Similarly, as of January 1, 2004, VCS will not collect, use or disclose any such new personal information without obtaining consent as and when required. Procedures have been put into place internally at VCS to ensure segregation of such personal information from information not covered by the new privacy legislation.

VCS will carefully monitor all changes to the privacy legislation and its interpretation by the Courts or the Privacy Commissioner, to ensure continued strict compliance. In meeting our responsibilities under the new privacy legislation, VCS will consider what a reasonable person would consider appropriate in the circumstances, as required by the PIPA.

Requests by an individual for access, or that a correction be made, to his/her personal information, must be made in writing and provide sufficient detail. VCS will respond within 30 days of receiving any such request, subject to sections 29 and 31 of the PIPA. VCS will charge fees, as contemplated by the PIPA, when a request for access to personal information (other than employee personal information) is made, and may require payment in advance.

Where an apparent conflict between the collection, use and disclosure requirements of the *Strata Property Act* and the restrictions re the same contained in the new privacy legislation occur which we are unable to ourselves resolve, VCS will refer the matter to the Privacy Commissioner for determination.

**Please note that in general and in principle it is VCS' intention to continue to collect all information required to be collected by section 35 of the *Strata Property Act* and to continue to disclose it as contemplated and required by section 36 of the *Strata Property Act*, unless and until expressly instructed otherwise in writing by an individual, a strata council or the Privacy Commissioner.**

Linda Van Os has been designated by VCS as our Privacy Officer. Requests for access to "personal information" in our possession or control and inquiries or complaints about privacy issues involving VCS, should be directed to him in writing. He can be contacted by fax at 604-684-1539, and by mail at Vancouver Condominium Services Ltd., 400 - 1281 West Georgia Street, Vancouver, B.C., V6E 3J7.

Your strata council will separately advise who has/have been designated to act as your strata corporation's internal Privacy Officer(s).



Dear Owner: A levy recently passed that you may want to have deducted monthly from your bank account. If so, please complete this form.

## ADD LEVY TO PAC

(Pre-authorized Chequing)

STRATA PLAN: \_\_\_\_\_ UNIT #: \_\_\_\_\_

OWNER'S NAME: \_\_\_\_\_

**ADD LEVY AMOUNT** \$ \_\_\_\_\_ per month

DATE LEVY WAS PASSED ON: \_\_\_\_\_

DATE OF FIRST DEDUCTION: \_\_\_\_\_

*Remember the cut off for changes is the 15<sup>th</sup> of the month. If it is after the 15<sup>th</sup>, the first installment will happen on the first of the month following. You will have to send a cheque for the months missed.*

I am currently on the Pre-authorized chequing plan and authorize VCS to deduct the levy amount as noted above.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Signature

GIVE THIS FORM TO YOUR STRATA AGENT OR FAX IT DIRECTLY TO  
THE ACCOUNTING DEPARTMENT AT (604) 687-0537