

Instructions Steps for application under the PBN Pilot Project

Step 1. Obtain a Procurement Business Number (PBN)

To apply for a DOS, CISC requires that all organizations register for a procurement business number. Instructions on how to obtain a PBN are found at Annex A.

Step 2. Complete mandatory forms

The following forms must be completed in their entirety and submitted to Canadian Industrial Security Directorate (CISC) for processing:

1. A Request for Registration into the PBN Pilot form, a copy of the form can be found at Annex B under **PBN Pilot Request for Registration**.
2. Company Security Officer (CSO) appointment form (Industrial Security Manual, Annex 1-A). This is a mandatory requirement and provides proof that an executive within the organization has delegated the named person as able to perform the duties of a CSO. Registration within the PBN Pilot Project requires that a CSO be appointed and successfully security screened to Reliability Status. Once the CSO has received their Reliability Status we will be able to issue the Designated Organization Screening (DOS) for the company. A copy of the form can be found at Annex C under **CSO Security Appointment, Acknowledgement and Undertaking**.
3. ACSO Appointment form (Industrial Security Manual, Annex 1-B). This form would be used to provide an alternate contact in your company that would provide services in the event that the CSO is not available for some reason. It is strongly recommended that an ACSO be appointed by all companies. A copy of the form can be found at Annex C, under **ACSO Security Appointment, Acknowledgement and Undertaking**.
4. *Personnel Screening, Consent and Authorization Form* (TBS/SCT 330-23), for the purpose of registration within the PBN Pilot Project, both the Company Security Officer (CSO) and the Alternate Company Security Officer (ACSO) must complete this form. The form will be used to verify the reliability status of the individual and may result in the individual being granted a Reliability Status. The copy of the form can be found at Annex C under **Personnel Screening, Consent and Authorization Form**.

NOTE: When submitting the **Personnel Screening, Consent and Authorization Form for the CSO and the ACSO** it is imperative that you also provide a **photocopy of acceptable piece of photo identification** – Acceptable forms of identification include driver's license and passport.

For further information regarding the roles and responsibilities of a Company Security Officer and additional information concerning a Designated Organization Screening (DOS) clearance, please see Chapter 1, Section 104 of the *Industrial Security Manual* which can be found at the following webpage: <http://ssi-iss.tpsgc-pwgsc.gc.ca>

Step 3. Submit forms to CISD

The forms in step 2 must be submitted to CISD. You may use mail, email, or fax to deliver the forms to CISD:

MAIL:

Canadian Industrial Security Directorate
Public Works and Government Services
c/o Central Mail Room
Place du Portage, Phase III, OB3
11 Laurier Street
Gatineau, Quebec
2745 Iris Street, 3rd Floor
Ottawa, ON
K1A 0S5

E-MAIL: SSIinscription.ISSregistration@tpsgc-pwgsc.gc.ca

FAX : (613) 948-1762

Checklist

The following provides a checklist of items that must be sent to CISD in your application for registration into the PBN Pilot Project:

- PBN Pilot Request for Registration Form (mandatory)
- CCSO/CSO Security Appointment & Acknowledgement (mandatory)
- ACSO Security Appointment and Acknowledgement (advisable)
- A photocopy of your Photo ID for CSO and ACSO (mandatory)
- Completed TBS 330-23 Forms for CSO and ACSO (mandatory)

Annex A to PBN Pilot Project Registration

Instructions on how to obtain a Procurement Business Number (PBN)

To obtain a PBN number, organizations must be registered in the Supplier Registration Information (SRI) database. To register in SRI, you must have a Canada Revenue Agency **Business Number** (BN). If you already have Goods and Services Tax (GST)/Harmonized Services Tax (HST) number, then you have a Business Number. The first nine digits of your GST/HST number are your Business Number (eg: **123456789**RT0001). If you do not have a number, contact Canada Revenue Agency at: 1-800-959-5525.

Registering in SRI is a two-step process.

1. Creation of an account:

- Open the following web page: www.contractsCanada.gc.ca
- Click on the **"Supplier Registration"** located in the top menu bar.
- Click on the **"Register in SRI"** located in the left menu bar on the page.
- Click on the **"Continue"** button and enter your Business Number (BN). A list appears if there is one or more of your company's offices already registered.
- Complete **all** boxes including your e-mail address and create a User name (8 characters or more) and Password (6 to 10 characters, including one digit). Remember your User name and Password as these will be used later to access your SRI account.
- Click on the **"Submit"** button.

Once you have submitted this basic information, your Business Number (BN) will be verified by Canada Revenue Agency; you will then be provided with a [Procurement Business Number](#) (PBN) **by e-mail** to uniquely identify your registration in SRI. PBNs are only sent during regular work hours from Monday to Friday. If you have not received an e-mail within 2 working days of submitting your account, please call 1-800-811-1148.

2. Completion of your account information

Once you have received your Procurement Business Number (PBN) you will be required to provide additional general information about your company, this is required to create your record.

Log into your SRI Account

- Upon receipt of your PBN from Canada Revenue Agency, click on the URL in the e-mail; or go to the Contracts Canada home page at www.contractsCanada.gc.ca and click on **"Supplier Registration"** button located within the top menu bar on the page.
- Click on the **"Access your SRI account"** button located within the left menu bar on the page.
- To **log in**, enter your PBN, username and password then click the **"Submit"** button. (If you forget your Username and Password, contact the system administrator at ncr.contractsCanada@pwgsc.gc.ca). Complete all the boxes on the **Company Information, Address, Contact and Commodities** pages. This information will be essential to continue with the EAP process.

Annex B to PBN Pilot Project Registration

This Annex contains additional forms which must be completed as identified within Step 2 of this instruction and submitted in your return for registration within the PBN Pilot Project:

CSO Security Appointment, Acknowledgement and Undertaking:



ISM_ann1A_e.pdf
(127 KB)

ACSO Security Appointment, Acknowledgement and Undertaking:



ISM_ann1B_e.pdf
(128 KB)

Personnel Screening, Consent and Authorization Form:



TBS330-23fill-e.pdf
(88 KB)

PBN Pilot Request for Registration:



EAP-REQ FOR
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