

APPLICATION TO OBTAIN REGISTRAR'S CONSENT TO OBTAIN AN EXTENSION

Submission of this form does not guarantee an extension, please plan submission accordingly.

Name on Establishment Licence		Licence Number
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Extension Requested for:

Form 2 – Report on Care & Maintenance		Proposed Date of Delivery	DD/MM/YYYY
Report on Prepaid Funds (RPF)		Proposed Date of Delivery	DD/MM/YYYY
Financial Institution Reports / Statements		Proposed Date of Delivery	DD/MM/YYYY
Audit Report		Proposed Date of Delivery	DD/MM/YYYY
Review Engagement Report		Proposed Date of Delivery	DD/MM/YYYY

Reason for extension (*Provide a detailed explanation*)

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FOR BAO OFFICE USE ONLY

Review by:		Signature	
Authorized by:		Signature	

Acknowledgement:

In accordance with the [Funeral, Burial and Cremation Services Act, 2002](#) and its regulations [Ontario Regulation 30/11](#)

Report on Care & Maintenance Fund/Account (Form 2) – Form 2: Cemetery operators who have established a Care & Maintenance (C&M) fund, must submit this report within three (3) months after your fiscal year end.

Exception: If your total C&M funds exceed \$500,000 or you operate a funeral establishment on one or more of your cemeteries, you are required to submit an audit report for the C&M Fund within six (6) months of your fiscal year end.

Report on Prepaid Funds (RPF): All Funeral Establishment Operators – Class 1 & 2, and all Transfer Service Operators – Class 1 & 2 must submit this report within three (3) months after your fiscal year end. All Cemetery, Crematorium and Alternative Disposition (Hydrolysis) Operators that accept prepaids must submit this report within three (3) months after your fiscal year end.

Exception: The reporting requirement does not apply to a pooled trust fund where the amount held in trust did not exceed \$100,000 at any time during the reporting year.

Review Engagement Report: You must submit this report within three (3) months after your fiscal year end.

Exception: If you submit an audit report instead of a Review Engagement for the Prepaid Fund, you must submit the audit within six (6) months of your fiscal year end.

Financial Institution Statements: You must submit financial institution statements pertaining to all funds in trust along with the Report on Care & Maintenance or Report on Prepaid Funds.

Failure to file: Failing to submit the above requirements is a legal offence and the Registrar has the authority to enforce the Act.

Enforcement actions can include:

- Revocation or suspension of your establishment licence.
- Freeze orders on any money or asset of a licensee.
- Charges under the Act and Provincial Offences Act

Send this completed form to Trust@TheBAO.ca.

By signing below, you acknowledge the above and understand that this form does not guarantee an extension.

Name of Signing Authority		Signature	
Position		Date (DD/MM/YYYY)	

Please deliver via email, fax, or mail:

Email	Mail	Fax
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