



Cemetery operators can now submit this application on the OBIS portal at:

<https://portal.thebao.ca/>

Please review the instructions in detail prior to completing this form. Detailed instructions for this form can be found at:

<https://thebao.ca/for-professionals/cemeteries-crematoriums/forms/>

This form must be completed by the cemetery operator for the purpose of seeking Registrar's consent to transfer a Care & Maintenance fund / account. Please note completion and submission of this form does not guarantee consent. Please ensure all the following documents have been submitted prior to applying to transfer.

Annual reporting documents:

- ALR Form 1 – Cemetery/Crematorium/Hydrolysis Operator
- ALR Form 2 - Report on the Care and Maintenance Trust Fund/Account

Additional items as applicable:

- Report on Prepaid Funds Form – Funeral/Cemetery/Crematorium/Hydrolysis
- Review Engagement / Audit Report

Checklist of document requirements for this application

- Trust Agreement (only required if transferring to a C&M Fund)
 - Ensure it is signed between the cemetery operator and the new trustee
 - Not required if the new trustee is a municipal trustee or the Public Guardian and Trustee
- Resolution from Board of Directors approving the transfer
 - This can be board minutes with authorized signature, or
 - A signed and dated resolution to transfer funds
- Most recent statement from current trustee
 - The most recent month is preferable, however if not available we will consider the more recent available statement

To locate your cemetery operator information, please utilize our Public Register:

- [Public Register - Bereavement Authority of Ontario](#)

You may submit your form by email (preferred method) or by mail, or fax. Please contact the Financial Compliance department if you require aid.



Bereavement
Authority of
Ontario

5160 Yonge St., Suite 1200
North York, ON M2N 6L9
Tel: 647-483-2645 | Toll-free: 1-844-493-6356
Fax: 647-748-2645 | Email: info@thebao.ca

**Application to Transfer
Cemetery Care &
Maintenance Fund or Account**

Cemetery Operator Information

Please enter only cemetery operator information and avoid entering cemetery site information

Cemetery Operator Name		Operator Licence Number OP-
Main Contact	Position	Telephone Number
Email Address		

Current Trustee or Financial Institution Information

If you have a C&M account and act as the trustee of your C&M money, please fill in your details

Trustee Name	Account Number	Latest Account Balance (\$)
Main Contact at Financial Institution	Position	Telephone Number
Email Address		

Proposed New Trustee Information (Select only one):
Municipal Trustee ☐ | Ontario Public Guardian and Trustee ☐ | Other ☐

New Trustee		
Main Contact	Position	Telephone Number
Email Address		

I consent to the collection of this information as authorized under the Funeral, Burial and Cremation Services Act, 2002. I understand that this information will be used to determine whether I am and remain qualified to be licensed under the FBCSA.

I consent that I have read the instructions and ensured all required submissions and documents are submitted prior to my application.

I (we) certify that to the best of my (our) knowledge and belief the within statements are true and correct and are in agreement with the records maintained by the cemetery/crematorium operator.

Authorized Signature	Print Full Name	
Position	Telephone Number	Date (dd/mm/yyyy)

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Telephone Number: 647-483-2645
Fax Number: 647-748-2645

Bereavement Authority of Ontario
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North York, ON M2N 6L9