

## Schedule 'A' NCOA Acknowledgement Form

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**NCOA Service Provider:** Authenticom Services, LLC.

**Address:** 400 Main Street, 3<sup>rd</sup> Floor, La Crosse, WI 54601

**Telephone:** (855) 631-5050

This form must be completed and signed by each organization ("Recipient") requesting any National Change of Address (NCOA) Services before Recipient may receive the service (i.e. updated mailing list) from the NCOA Service Provider. The NCOA Services are based on the Canada Post database that includes mover (personal) address information (where the mover has consented to such use.) The purpose of this Acknowledgement Form is to ensure that all parties who receive mailing lists in which the NCOA data has been incorporated are aware of restrictions on the use of NCOA data.

The Recipient agrees to use the information (i.e. mailing list) created using the NCOA service ONLY for mailing purposes. In particular, the Recipient may use this information to communicate with movers only by way of mail and SHALL NOT, among other things:

- a] Create a movers' or other sub-list. (e.g. to target certain individuals or groups)
- b] Verify mover information. (e.g. for "skiptracing" or correcting individual mail items)
- c] Update financial databases or any databases with multiple purposes.
- d] Conduct any statistical activities or analyze mover patterns within Canada.

The Recipient shall ensure that additional recipients of the corrected list/information are aware that they are also subject to the limited use of this information (i.e. mailing list) under this Acknowledgement Form.

The Recipient understands Canada Post and/or NCOA Service Provider may take legal action if Recipient fails to comply with these obligations.

The Recipient understands that Canada Post makes no warranty or representation, either express or implied, with respect to the NCOA data file, including its correctness, quality, performance, merchantability, or fitness for particular purpose. Canada Post shall not be liable for direct, indirect, special, incidental, consequential or other damages arising out of use or inability to use the NCOA data, even if advised of the possibility of such damages.

The Recipient understands that if it has an ongoing relationship with an NCOA Service Provider, the Recipient will be required to re-acknowledge these obligations at least once every 12 months. The obligations described in this Agreement continue after any termination of any such arrangement.

**- AGREED -**

**Recipient**

Signature: \_\_\_\_\_ Company Name: \_\_\_\_\_  
*Authorized Representative*

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
*Please Print*

Telephone: \_\_\_\_\_ Date: \_\_\_\_\_