**Data Item Description**

**Letter Certificate**

**SEC205**

Prepared by: Vancouver Shipyards Co. Ltd.

2 Pemberton Ave.

North Vancouver, BC, Canada, V7P 2R2

Tel: (604) 988-3111

Fax: (604) 984-1636

© Vancouver Shipyards Co. Ltd. 2016

.

|  |  |
| --- | --- |
| **Letter Certificate** | **DID SEC205** |

**Purpose**

The purpose of the Letter Certificate is to certify the Confidential Information, as defined in the Non-Disclosure Agreement (***NDA***) between the Supplier, Canada and TKMS has been returned in accordance with the provisions of the NDA.

**References**

This DID must be read in conjunction with Appendix H (Security Requirements) and Schedule A (General Conditions) and the corresponding SOW reference.

**Preparation Instructions**

This Data Item shall comply with the general format, content and preparation instructions set out in Part 1 (Introduction) of Schedule D1 (SOW) and Part 1 of Schedule D2 (SDRL).

**Format and Content**

1. Complete attachment A to this DID (*pro forma* Letter Certificate).
2. The Letter Certificate must be on the Supplier’s formal company letterhead.

**Attachment A – Letter Certificate**

**[\* Letter to be sent on Supplier Letterhead]**

**[\* DDMMMYY]**

Your reference: [\* insert VSY RFP #]

Our reference: [\* insert Supplier’s reference number]

Vancouver Shipyards Co. Ltd.

50 Pemberton Avenue

North Vancouver, British Columbia

Canada, V7P 2R2

Attention: [\* insert name of Subcontract Authority], [\* inset title]

**SUBJECT** JSS Project - Return of Confidential Information

References: A. Request for Proposal # [\*insert VSY RFP number] dated [\* insert DDMMMYY]

B. Non-Disclosure Agreement (between Vancouver Shipyards Co. Ltd. and [\* insert name of Supplier], dated [\*insert DDMMMYY] (***NDA***)

Dear Sirs,

Further to the above captioned NDA (Ref. B) and Request for Proposal (Ref. A), we hereby warrant and certify (in accordance with paragraph 3(h) of the NDA) the following:

* + all Confidential Information, as defined by the NDA, has been returned to Vancouver Shipyards Co. Ltd.;
	+ every draft, working paper and note that contains Confidential Information or any information related to the Confidential Information has been returned to Vancouver Shipyards Co. Ltd.;
	+ all electronic records (except for back-up computer records) of any Confidential Information including every draft, working paper and note that contains Confidential Information or any information related to the Confidential Information has been deleted. We further covenant and agree that we will make no attempt to retrieve Confidential Information including drafts, working papers and notes, contained within back-up computer records.

I, the undersigned, herby certify that I am authorised to make the above statements for and on the behalf of [\* insert name of Supplier].

Sincerely,

[\* Signed]

[\* name and title of signatory]