Using the CanadaGAP fillable PDF Self-Declaration and Self-Assessment checklist:

1. The fillable PDF version of the Self-Declaration and Self-Assessment Checklist is available to download from https://www.canadagap.ca/audit-checklist/self-assessment/.

2. The fillable checklist must **first** be downloaded to your computer before completing it. Either right click on the file, click 'save as', and choose a destination on your computer, or download a copy directly to your own computer (e.g., on your desktop, C drive, etc.)

3. The PDF can then be completed electronically. You can type the relevant information into the required fields, and check off the relevant checkboxes and circle buttons. For questions within the self-assessment portion: you may only choose ONE of 'Yes', 'No' or 'N/A'.

4. Once you have started filling out the checklist you must 'save' the file in order for your information to be saved. You do not have to complete the checklist in one sitting; once your work is saved you can come back to it later.

5. Electronic signatures are acceptable for places where signatures are required. Two options are provided for places where signatures are required: 'Digital ID' or 'signature'. **You must provide one or the other.**
    a. To use a Digital ID: click on the 'Digital ID' field, and follow the on-screen prompts, or visit Adobe's help pages to set up your Digital ID: (https://helpx.adobe.com/ca/acrobat/using/digital-ids.html
    b. To use an electronic signature: you must either draw your signature or insert an image of your signature.
        i. Click on the **Sign** icon in the toolbar. Alternatively, you can choose **Tools** > **Fill & Sign** or choose **Fill & Sign** from the right pane. When the Fill & Sign tool is displayed, Click **Fill and Sign**.
        ii. Click the **Sign** icon in the toolbar, and then choose 'Add Signature'.
        iii. If you've already added your signature, just select it from the Sign options, and then click at the place in the PDF where you want to add your signature. Skip to the next step.
        iv. If you are signing for the first time, you see the Signature or Initials panel.
            1. **Draw:** Draw your signature in the field.
            2. **Image:** Browse and select an image of your signature.

            Click **Apply**, and then click at the place in the PDF where you want to place the signature.
        v. To move the placed signature, click the field to highlight it and then use the arrow keys. To resize or delete the field, use the options in field toolbar.

(Adapted from Adobe's instructions, for more details visit https://helpx.adobe.com/ca/acrobat/using/signing-pdfs.html)

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6. To share this file: sign it electronically and save the completed checklist. Then attach it to an email and send to your Certification Body.

7. If you do not wish to use an electronic signature, you can still complete the PDF electronically. Once you've filled out the document, save it, then print and sign the hard copy. Scan and attach the file to an email, and send it to your Certification Body.

8. If you must fax or mail the self-assessment, the completed document can also be printed off, signed and sent to the Certification Body.