



## PCC Agent – Quick Reference Guide

### Commissioning Your Claim Form

To complete your Claim Form under the PCC Compensation Plan, you must sign the Statutory Declaration in front of a Commissioner of Oaths (or Commissioner for Taking Affidavits). This confirms that all information provided in the Claim Form is accurate and truthful. Commissioning can be done in person or virtually, depending on your preference and availability.

#### **Option 1: Free Help from the PCC Agent for Claim Form Commissioning**

The PCC Agent offers free remote commissioning appointments via video call. This is a secure, easy option for claimants or legal representatives.

To request help:

- select “Agent Help with Commissioning” during the online claim process, or
- contact the PCC Agent directly to schedule a free virtual commissioning appointment
  - by email at: [PCCAgent@TobaccoClaimsCanada.ca](mailto:PCCAgent@TobaccoClaimsCanada.ca), or
  - toll-free at: 1-888-482-5852.

What you’ll need for your appointment:

1. A completed Claim Form, ready to sign, with supporting documents (e.g., medical documents, proof of authority if acting on behalf of a Tobacco-Victim);
2. A computer, smartphone, or tablet for the session, with internet and camera;
3. Government-issued photo identification (e.g. such as a driver’s license or passport);
4. If you are the legal representative of a living or deceased Tobacco-Victim: Proof of your authority to act on behalf of the Tobacco-Victim.

**Important:** Contact the PCC Agent at least several weeks before the Claim Deadline (September 3, 2027) to allow time to schedule your appointment.

#### **Option 2: Arrange Commissioning on Your Own**

You may also choose to have your Claim Form commissioned independently. Please follow these steps:

1. Download and print off your completed PDF Claim Form using your login credentials through the online claims portal at [www.TobaccoClaimsCanada.ca](http://www.TobaccoClaimsCanada.ca)
2. Gather the required materials to bring to the Commissioning Appointment:
  - A completed Claim Form, ready to sign, with supporting documents (e.g., medical documents, proof of authority if acting on behalf of a Tobacco-Victim);
  - Government-issued photo identification (e.g. such as a driver’s license or passport);
  - If you are the legal representative of a living or deceased Tobacco-Victim: Proof of your authority to act on behalf of the Tobacco-Victim.

3. Arrange for the commissioning of your Claim Form. Authorized Commissioners may include:

- Lawyers
- Notary Public
- Paralegals (in some provinces)
- Commissioners of Oaths / Commissioners for Taking Affidavits
- Government Service Centres, such as:
  - o ServiceOntario
  - o ServiceBC
  - o Other provincial or territorial equivalents.

4. Submit your completed and commissioned Claim Form, with supporting documents, to the Claims Administrator by:

- Uploading via the portal at: [www.TobaccoClaimsCanada.ca](http://www.TobaccoClaimsCanada.ca)
- Email to: [info@TobaccoClaimsCanada.ca](mailto:info@TobaccoClaimsCanada.ca);
- Fax to: 1-866-262-0816
- Mailing (by registered mail) to:

Tobacco Claims Canada Claims Administrator  
c/o Epiq Class Action Services Canada, Inc.  
PO Box 507 STN B  
Ottawa, ON K1P 5P6

If you have additional questions, please contact the PCC Agent at:

- Phone: 1-888-482-5852
- Email: [PCCAgent@TobaccoClaimsCanada.ca](mailto:PCCAgent@TobaccoClaimsCanada.ca)
- Website: [www.TobaccoClaimsCanada.ca](http://www.TobaccoClaimsCanada.ca)
- PCC Agent  
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