

MEMORANDUM OF ACTION NECESSARY IN CONNECTION WITH MAKING AN APPLICATION TO ENTER INTO A CONTRACT UNDER THE SUBSIDY ACT.

1. Address an application to the Secretary of the Department of Railways and Canals, quoting the Act or Acts incorporating the Company; also the Act or Acts granting them the subsidy applied for, and describing the line proposed to be contracted for.

2. Submit plan and profile of the proposed location, with full information thereon (in triplicate).

3. Estimate of quantities for each description of work on each 10-mile section.

4. State *bona fides* of the Company, showing the resources available with which to construct and equip the Railway or section of Railway under subsidy, and whether any Provincial, Municipal or other aid is granted them.

5. Give, duly certified, by the Secretary of the Company, a list of the names of the Directors, stating names in full of its President and of its Secretary, with place of business or address of the Company.

6. Give a list of the Stockholders, with the amount subscribed for by each, also the amount paid up, with a certificate from a chartered bank that the amount is deposited.

7. Apply for one of the Departmental printed Forms of Specification and return same, with blanks, as to maximum grade and minimum radius of curve proposed, properly filled in.

8. State in your application to enter into a contract, that you are prepared to proceed with the work without delay, and when you propose to commence and to complete the same.

9. If the Minister is satisfied with the information given, and as to ability of the Company to construct the line subsidized, he causes an agreement to be prepared and sent to the Governor in Council for approval.

10. When approved by Council the draft of agreement is sent to the Company for execution.