

<First Nation> LETTERHEAD

Registered Interest Holder
Address
City, Prov
P/C

DATE

**RE: Notice to Third Parties of Transfer of Administration
Interest Type & Reg No.**

Further to our letter of ____, 20__, we are pleased to advise that <First Nation> successfully ratified our Land Code on ____, 20__. Effective ____, 20__, <First Nation> will be implementing the Land Code developed pursuant to the *Framework Agreement on First Nations Land Management* and the *First Nations Land Management Act*. You can find a copy of our Land Code on our website at www.____

Under the Land Code, <First Nation> takes over all land authorities and functions that were formerly carried out by Indigenous Services Canada (ISC). All agreements with Third Party Interest Holders on <First Nation> lands will continue to apply according to their terms and conditions until they expire. At which point, discussions, negotiations or arrangements for new agreements will be made directly with <First Nation>.

Unless alternate arrangements are made, payments of rent are no longer made to ISC in Ottawa but are made directly to:

<First Nation>, <Address>, <City>, <Postal Code>
Attn: ____, Land Governance Director

____ is the Land Governance Director for <First Nation>. If you have any questions regarding lands matters, please contact ____ at <telephone> or at <email address>.

Regards,

cc: Chief and Council
Canada

"The First Nation shall deliver to Canada a copy of every Notice of Transfer of Administration and a copy of every acknowledgement of receipt of the Notice of Transfer of Administration received by the First Nation within 30 days of the issuance or receipt of the same."

To assist with this requirement you may want to consider using [Registered Mail](#), also suggest compiling your list through excel to track your information and create the Notice by mail merge.