**Sample Letter from BA to BC Oil & Gas Commission**  
*(On Corporate Letterhead)*

Date:

Asset Management  
BC Oil & Gas Commission  
6534 Airport Road  
Fort St. John, BC  
V1J 4M6

Via Email: [assetmanagement@bc-er.ca](mailto:assetmanagement@bc-er.ca)

**Re: Authorization of User Security Administrator for Petrinex**

With respect to (enter company name here), Business Associate ID (enter BA 5 digit identifier here) I hereby authorize (USA’s name) to be the User Security Administrator and (Back-Up USA’s name) to be the Back-Up Security Administrator.

* (USA’s name  
  USA phone number  
  USA email address)
* (Back-up USA’s name  
  Back-up USA’s phone number  
  Back-up USA’s email address)

Authorized by (Print name)

Title

Signature

Note: replace text in ( ) above with company name, BA ID, USA Names, and USA information. *Back-Up USA information is optional.*