**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

**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.*