**Sample Authorization Letter**

**Required for Assigning Business Assoicate (BA) User Security Primary or Backup Administrator(s) for Petrinex**

The authorization letter is a legal document

* The Authorization Letter **must** be signed by the *Owner, President, VP, Corporate Director, Controller, Executive Chairman, CEO, CFO, COO, on Corporate Letterhead.*
* If you are an authorized *executive* for the company and you are taking on the role of the Administrator, you can not authorize yourself or another Administrator unless you are the *Owner*, *President* of the company.

Date:

Crown Land Data

Alberta Department of Energy

9945 108 ST NW

EDMONTON, AB T5K 2G6

Email: crownlanddatasupport@gov.ab.ca

FAX: (780)422-0382

Re: Authorization of BA User Security Administrator(s) for Petinex

I hereby authorize (clients name here) to be the BA User Security Primary Administrator and (clients name here) to be the Backup User Security Administrator (optional) for (Legal Entity Name),

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Authorized by: (Print Name) Title (Print Position)

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Signature