Sample Authorization letter Required for Assigning Petrinex Administrator(s)

The Authorization Letter is a legal document and the following details are required:

- Corporate Letterhead is preferred, if available, and should include the company's legal name and address. The company name on the letterhead should be the same as the company name being assigned site administrators in the body of the letter.
- The letter must be dated within 30 days of the application or amendment request.
- The letter must be signed by an executive for the company such as the owner, president, vice president, corporate director, controller, executive chairperson, CEO, CFO, and COO.
- Handwritten alterations to the original document, must be initialed by the signing authority.
- If an executive of the company is being assigned a Site Administrator role, that same executive cannot authorize themselves or the other administrator, unless they are the owner/president of the company.
- Digital signature requires verification (e.g. digital certificate or digital stamp)

(On Corporate Letterhead, if availab	ole)		
Date:			
Crown Land Data Alberta Energy Petroleum Plaza, North Tower 9945 108 ST NW, 11 th Floor EDMONTON, AB T5K 2G6 Email: crownlanddatasupport@gov.at	b.ca		
Re: Petrinex Authorization Letter			
I hereby authorize the individual(s) below	ow as the Administrator(s) for	or:	
BA Code (if applicable)	Company Legal Name (same as letterhead)		
Primary Administrator	Email Address	Phone Number	
Back Up Administrator	Email Address	Phone Number	
Authorized by: (Print Name)			
Signature	Title (Print Po	osition)	