



Low Carbon Fuel Standard

Notification of Representation Agreement Form

(Required to inform the Ministry that an agent is authorized to act on behalf of a Company)

Information:

The Notification of Representation Agreement form informs the Ministry of Energy, Mines and Low Carbon Innovation (the Ministry) of the existence of a representation agreement between the company identified in the “Company Information” section below (the Company) and the representative identified in the “Representative Information” section below (the Representative), with regards to the reporting obligations under the *Low Carbon Fuels Act* (the Act). This form does not supersede a formal legal contract between the involved parties; rather, it serves as a notification to the Ministry regarding the existence or termination of such an agreement.

This form must be completed by both parties before the Ministry engages any communication with the Representative regarding the Company’s obligations under the Act. The completed form must be submitted via email to lcfs@gov.bc.ca

Notification:

We, the undersigned, hereby notify the Ministry that a representation agreement is in place between the parties listed below, whereby the Company retains all legal obligations associated with compliance under the Act. This agreement authorizes the Representative to take the actions outlined below on behalf of the Company.

Company Information:

Full legal and operating names	Postal address	Phone	Fax

Representative Information:

Full legal and operating names	Postal address	Phone	Fax

Actions that the Representative is authorized to take on behalf of the Company (please initial all that apply)	Company	Representative
Provide business information to and respond to inquiries from the Ministry		
Complete and submit all materials relating to the Company’s annual compliance reporting obligations		
Complete and submit all materials related to the trading of compliance units		
Complete and submit all materials related to the application for a Fuel Code (“Carbon Intensity” Application)		

Representation Agreement Updates:

- This Notification of Representation Agreement form is being submitted for the first time.
- This Notification of Representation Agreement form is being submitted to update the content of a previously submitted form.
- This Notification of Representation Agreement form is being submitted to notify the Ministry of the termination of an agreement in a previously submitted form.

Declaration and Signatures:

For the Company:

By signing this form, I hereby acknowledge the existence of a legally binding agreement between the Company and the Representative, outlining all of the authorized actions that the Representative may undertake. This agreement also specifies the extent to which the Representative may provide and/or receive confidential business information and correspondence from the Ministry concerning the Company’s reporting obligations under the Act.

I hereby acknowledge that it is the Company’s responsibility to notify the Ministry of changes to or the termination of the representation agreement, and any material changes to the representation agreement require the submission of a new Notification of Representation Agreement form.

I hereby confirm that I am an officer or employee of the Company, and records substantiating my authority to submit this form are available upon request.

I hereby certify that the information provided in this report is accurate and complete to the best of my knowledge, and I acknowledge that the director may request documentation to verify the accuracy of the information provided.

Company				
Signature of authorized signing authority	Print Name	Title	Email Address	Date Signed

For the Representative:

I hereby acknowledge that a legally binding agreement exists between the Company and the Representative as reported on this form.

Representative				
Signature of authorized signing authority	Print Name	Title	Email Address	Date Signed