



# Notification of Representation Agreement

## For informing the Ministry that an agent is authorized to act on behalf of a Company

### Information:

The Notification of Representation Agreement form is used to inform the Ministry that a representation agreement exists 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 responsibilities under the *Greenhouse Gas Reduction (Renewable and Low Carbon Fuel Requirements) Act* and the Renewable and Low Carbon Fuel Requirements Regulation. This form does not replace a legal contract between the parties; it informs the Ministry that such an agreement exists.

This form must be completed in full by both parties before the Ministry will communicate with the Representative in any capacity with regards to the Company’s responsibilities under the Act and Regulation. The completed forms must be submitted to [lcfr@gov.bc.ca](mailto:lcfr@gov.bc.ca); no physical copy is required.

### Notification:

We the undersigned hereby notify the Ministry that an agreement exists between the parties listed below authorizing the Representative to take the actions listed 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 credits		
Complete and submit all materials related to the application for a BC Low Carbon Fuel Code (“Carbon Intensity” Application)		

## Declaration and Signatures

### For the Company:

By signing this form, I acknowledge that a legally binding agreement exists between the Company and the Representative detailing all of the authorized actions that may be performed by the Representative and the extent to which the Representative may supply to and/or receive from confidential business information and correspondence from the Ministry regarding the reporting responsibilities of the Company under the Act and Regulation.

I further acknowledge that the Company retains all legal responsibilities associated with their compliance with the Act and Regulation and that in the event that the actions of the Representative result in the company being out of compliance, the Company be held accountable by the Ministry.

I acknowledge that the responsibility to inform the Ministry changes to or the termination of the Representation Agreement is that of the Company.

I confirm that I am an officer or employee of the Company, and that records evidencing my authority to submit this proposal are available on request.

I certify that the information in this report is true and complete to the best of my knowledge and I understand that the Director may require records evidencing the truth of that information.

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

### For the Representative:

I 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