Sample Authorization letter

**Required for Assigning Electronic Transfer System (ETS) 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 available)**

Date:

Crown Land Data

Alberta Energy and Minerals

Petroleum Plaza, North Tower

9945 108 ST NW, 11th Floor

EDMONTON, AB T5K 2G6

Email: crownlanddatasupport@gov.ab.ca

Re: ETS Authorization Letter

I hereby authorize the individual(s) below as the Administrator(s) for [company legal name (same as letterhead)].

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Primary Administrator Email Address Phone Number

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Back Up Administrator Email Address Phone Number

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature