**Submit By E-mail (pdf with signature) TO CONTRACT MANAGEMENT:**

[contract.management@ieso.ca](mailto:contract.management@ieso.ca)

Capitalized terms not defined herein have the meanings ascribed thereto in the Contract.

Pursuant to Section 15.1 of the Contract, the Supplier is hereby submitting this completed Prescribed Form – Notice of Company Representative to the Buyer.

| **ADDING OR REPLACING THE COMPANY REPRESENTATIVE** | |
| --- | --- |
| The Authorized Signatory below is either a signatory of the Contract, a person authorized to receive Notices, or the Company Representative. No other forms are required. | |
| The Authorized Signatory below is neither a signatory of the Contract, a person authorized to receive Notices, nor the Company Representative. A Prescribed Form - Certificate of Incumbency must also be submitted with this form. | |
| Date | insert date | |
| Contract Type | select Contract Type | |
| Legal Name of Supplier | insert legal name of Supplier (the “Supplier”) | |
| Name of Facility | insert name of Facility | |
| Contract Title | insert contract title or Contract ID as appropriate (the “Contract”) | |
| Contract Date | insert Contract Date | |

| ***NOTE: The current Company Representative will be removed when a new Company Representative is appointed.*** | |
| --- | --- |
| Name of  Company Representative | insert name of new Company Representative |
| Title | insert title of new Company Representative |
| Mailing Address  Including Postal Code | insert mailing address of new Company Representative |
| Telephone | insert telephone number of new Company Representative |
| E-Mail Address | insert email address of new Company Representative |

| **AUTHORIZED SIGNATORY** |
| --- |
| Supplier: insert legal name of Supplier |
| Signature: |
| Name: insert name |
| Title: insert title |
| I have the authority to bind the Supplier. |
| Dated this insert day day of insert month , insert year |