**SUBMIT BY EMAIL (PDF WITH SIGNATURE WITH LRP I CONTRACT REFERENCE # IN SUBJECT LINE)**

**TO CONTRACT MANAGEMENT:**

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

Capitalized terms not defined herein have the meaning ascribed thereto in the LRP I Contract.

| Date | insert date |
| --- | --- |
| Legal Name of Supplier | insert legal name of Supplier |
| LRP I Contract reference # | insert LRP I Contract reference number |
| Contract Date | insert Contract Date |

Pursuant to Section 14.6(a) of the LRP I Contract, the Supplier is hereby submitting the following Notice of change to its address or Company Representative.

The Supplier represents and warrants that all of the information in this Prescribed Form – Supplier Information Update is complete, true and accurate and that there is no material information omitted from this Prescribed Form – Supplier Information Update that makes the information contained herein misleading or inaccurate.

The Supplier acknowledges and agrees that this Notice is being delivered to the Buyer solely for the purposes of the LRP I Contract. It does not constitute a notice for any other purpose, including, without limitation, to meet an obligation to provide notice to the System Operator pursuant to the IESO Market Rules.

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

| **Supplier information being added or replaced:** | **New information** |
| --- | --- |
| **Supplier’s Notice particulars**  Pursuant to Section 14.6 of the LRP I Contract, all Notices to the Supplier will be addressed as follows. | Address:  City:  Province:  Postal Code:  **Attention:**  Name:  Title:  Phone:       Fax:  Email:  **And to:**  Name:  Title:  Tel:       Fax:  Email: |
| **Company Representative**  Pursuant to section 14.1 of the LRP I Contract, the Company Representative shall be duly authorized to act on behalf of and bind the Supplier. The Supplier may only have one Company Representative at any time. | Name:  Title:  Phone:       Fax:  Email:  By appointing a new Company Representative, the Supplier hereby revokes all prior Company Representatives. |
| **Add a Representative**  The Representative identified here is approved by the Supplier to send and receive information, including Confidential Information, to and from the IESO, on behalf of the Supplier, however this Representative does not have the authority to bind the Supplier. | Name:  Title:  Phone:       Fax:  Email:  By identifying a new Representative, the Supplier hereby confirms that it has informed its Representative of its obligations pursuant to Article 7 of the LRP I Contract. |
| **Remove a Representative**  The Representative identified here is no longer approved by the Supplier to send or receive information, including Confidential Information, to or from the IESO on behalf of the Supplier. | Name:  Title:  Phone:       Fax:  Email:  By removing a Representative, the Supplier hereby confirms that all Confidential Information of the Buyer held by the Representative has been returned or confirmed in writing to be destroyed, in compliance with Article 7 of the LRP I Contract. |
| **Supplier’s Resident Status** | non-Resident of Canada under the Income Tax Act  not a non-Resident of Canada under the Income Tax Act |