**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 insert section reference 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 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 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 |
| --- | --- |
| Legal Name of Supplier | insert legal name of Supplier (the “Supplier”) |
| Name of Contract Facility | insert name of Contract Facility |
| Contract Title | insert contract title (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 |
| Fax | insert fax number of new Company Representative, if applicable |
| E-Mail Address | insert email address of new Company Representative |

| 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 |