

**[Company Letterhead]**

[Date]<sup>1</sup>

[Address of Company, if not included in letterhead]

To Whom It May Concern:

**Re: [Name of Individual to serve as Account Agent]**

**Example 1:** Letter from the Chief Officer of the Company

I hereby confirm that [*name of individual to be authorized & CITSS User Reference Code*] is an employee [*or state nature of relationship if not an employee*] of [*company name*]. [*Name of Individual*] is authorized to act as a [*indicate only one of the following roles: primary account representative, alternate account representative or account viewing agent*]. This individual is authorized to represent and act on behalf of this company in Ontario's Cap and Trade Program for Greenhouse Gas Emissions.<sup>2</sup>

**Example 2:** Where there is a resolution of the Board of Directors of the company

Following the meeting of the Board of Directors of [*name of company*] held on [*date of meeting*], the Board members passed the resolution [*reference number of the resolution if applicable*<sup>3</sup>] to authorize [*name of individual and CITSS User Reference Code*] to act as a [*indicate only one of the following roles: primary account representative, alternate account representative or account viewing agent*]. This individual is authorized to represent and act on behalf of [*company name*] in Ontario's Cap and Trade Program for Greenhouse Gas Emissions.

Sincerely,

[*Signature of company official*]

[*Name and Position Title of company official*]

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<sup>1</sup> The italicized text in parenthesis throughout this sample document are placeholders that must be filled in.

<sup>2</sup> Please note, under Ontario's Cap and Trade Program, only the primary account representative (PAR) and the alternate account representative (AAR), have the authority to represent and act on behalf of the company. The account viewing agent (AVA) does not have the authority to represent and act on behalf of the company. **The final sentence included in the sample letter should not be included if the individual is being authorized as an account viewing agent.**

<sup>3</sup> If a resolution of the Board of Directors was passed to authorize the individual to serve as a representative, please attach a copy of the resolution of the Board of Directors.