

THIRD-PARTY AUTHORIZATION

SERVICE APPLICATION HOW-TO QUICK GUIDE

New or expanded electrical connections: Getting power **when** and **where** you need it.

To expedite your electricity service request, FortisAlberta has published a collection of Quick Guides designed to help you: **1.** Complete the Service Application by way of answers to Frequently Asked Questions (FAQs) **2.** Authorize your electrician or contractor to act on your behalf **3.** Understand how to calculate electric loads and potentially save money and time.

Legal Disclaimer: Quick Guides provide general information. They are not intended to act as substitutes for advice from your contractor, consultant or electrician, or as a replacement to FortisAlberta's Terms and Conditions (T&Cs).

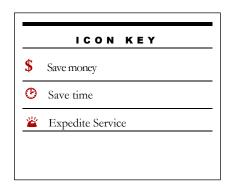
THIRD-PARTY AUTHORIZATION: What is it? What does it mean to me? How does my electrician, contractor or consultant fit in?

LIST OF QUICK GUIDE REFERENCE DOCUMENTS:

Third-Party Authorization: Understand the impact of appointing electricians/consultants to act on your behalf.

Service Application FAQs: Find the answers to commonly asked questions when requesting a new service e.g. finding land description details and determining your service type.

All About Load: Learn how to save time and money by right-sizing your service.



Third-Party Authorization(s)

Summary: Third-Party Entitlements

Get/receive service-related information on "the Customer's behalf.

Make decisions and sign service-related documents on "the Customer's" behalf.

Three Major Reasons for Granting a Third-Party Authorization:

- 1. Enable an individual e.g. electrician or corporation e.g. engineering firm of your choice to represent your interests and make electric service decisions on your behalf.
 - Your signature on the Third-Party Authorization form provides the consent FortisAlberta requires to work with your designate on the quotation, design and construction of your service.
- 2. Allow an individual e.g. electrician or corporation e.g. engineering firm) of your choice to receive and review all service-related information whether written (service documents, correspondance or contracts) or oral (phone conversations or face-to-face meetings).
 - FortisAlberta requires your permission and authorization to <u>release electricity service-related information to your designate(s)</u>.
- 3. \$\mathcal{O}\varprimeq \text{Expedite service. Without a signed Third-Party Authorization FortisAlberta is prevented from engaging with a customer's designate(s). That is why it is critical to promptly sign and submit the form.

Background:

- Quoting, designing and constructing an electricity service can be a complex, technically demanding job. In the Oil and Gas, Commercial / General Service, and Multi-Site sectors, it is not unusual for customers to retain third-party specialists to help them navigate electrical use requirements, system design components and construction realities. To initiate these relationships, the customer (land owner or party ultimately responsible for the electricity service and its associated costs) needs to complete a Third-Party Authorization form.
- 2. The Personal Information Protection Act (PIPA), together with other legislation, legally requires FortisAlberta to protect customer information. Our goal is to use all reasonable means to maintain and protect the information we have about our customers while still providing timely and responsive customer service.



1. AUTHORIZATION FOR FORTISALBERTA INC. TO RELEASE CUSTOMER INFORMATION TO A THIRD PARTY AND 2.CUSTOMER CONSENT AND APPROVAL FOR A THIRD PARTY TO ACT ON THE CUSTOMER'S BEHALF.			you are empowering your designate to make electricity-service decisions on your behalf in addition to receiving/sharing confidential information related to your project.
(the "Customer"), hereby			
· •	ustomer Information"), which may include	•	
contractors and age provides its consent behalf of the Custor	and its employees, consultants, ontractors and agents (the "Third Party"), and the Customer furthermore provides its consent and approval for the Third Party to provide instructions on behalf of the Customer to FortisAlberta Inc. relating to the Customer. Unless		For the purposes of this form, FortisAlberta defines "the Customer" as the landowner or party ultimately responsible for the electricity service and its associated costs.
•	omer in writing the timeframe respecting vears from the date of this authorization.	this authorization	The full level course(s) of the Thind
With respect to all of the aforementioned, the Customer hereby agrees to indemnify, hold harmless and absolutely and unconditionally release FortisAlberta Inc., its affiliates, officers, directors and employees of and from any liability and any and all form of claim as might arise out of, result from, or			The full legal name(s) of the Third- Party company(ies) authorized to act on "the Customer's" behalf. In the absence of a company(ies), the name(s) of the Third-Party
Information by Fortiauthorization. The Customer unde	the dissemination, sharing or use of the C sAlberta Inc. with the Third Party pursuan rstands that the authorization may be reve be by providing written notice to FortisAlb	nt to this oked by the	
UNDERSTOOD, ACCEPTED and AGREED this day of 20			Signature, name and title of "the Customer" who is granting
Signature			authorization.
Print Name	Title	←	Company name and contact information associated with "the Customer" who is granting
Company	Address		authorization.
Phone	Cell	Email	
Please Email or Fax this completed Third-Party Authorization form to FortisAlberta Inc. Attention: Customer Connections			Please remember to print, sign and either scan/Email or Fax the form. Our not having a completed form could result in new-service
Email: FortisAlbertacustomerconnections@fortisalberta.com Fax Number: 403 514 4415			connection delays.

Fax Number: 403 514 4415