

Appendix "D"

Saskatchewan First Call Corporation Notice of Change to Subscriber Information Form

Please fill in the attached form to effect an amendment to the Information provided in your Subscriber Information Form. Where no changes are requested to the information addressed in a particular paragraph, please mark 'remains unchanged' in the box provided. Where 'remains unchanged' is not marked, all information provided, or the absence of such information, shall be read in substitution for information previously provided in the Subscriber Information Form and not in addition thereto.

This information is very important. Your Call Centre relies on it for processing locate requests. You are responsible for its adequacy and accuracy.

The Subscriber hereby amends its Subscriber Information Form as follows:

1. Legal name of corporation / place of incorporation:

The legal name of the Subscriber and province of incorporation remains unchanged

2. Corporate headquarters address:

Street _____
City _____ Prov _____ Code _____
Mailing _____
City _____ Prov _____ Code _____

Corporate headquarters address remains unchanged

3. Signing authority for document execution:

Name _____
Title _____
Name _____
Title _____

Signing authority for document execution remains unchanged

4. Contact person for general correspondence with Call Centre:

Name _____
Title _____
Mailing _____
City _____ Prov _____ Code _____

Telephone () _____

Fax () _____

E-mail Address _____

Cell phone () _____ **Contact person for general**

correspondence with Call Centre remains unchanged

5. Contact person for database correspondence with Call Centre:

Name _____

Title _____

Mailing _____

City _____ Prov _____ Code _____

Telephone () _____

Fax () _____

E-mail Address _____

Cell phone () _____

Contact person for database correspondence with Call Centre remains unchanged

6. If you receive Call Centre Notifications or Audit Reports by electronic mail:

Contact Person _____

Title _____

Telephone () _____

E-mail Address _____

Regular office hours _____

Closed at noon? _____

The Subscriber no longer wishes to receive Call Centre Notifications or Audit Reports by electronic mail

Electronic mail contact information remains unchanged

7a. If you receive Call Centre Notifications or Audit Reports by Electronic Data Transmission:

Contact Person _____

Title _____

E-mail Address _____

Telephone () _____

Destination Code _____

The Subscriber no longer wishes to receive Call Centre Notifications or Audit Reports by Electronic Data Transmission

Electronic Data Transmission contact information remains unchanged

7b. If you receive Call Centre Notifications or Audit Reports by fax machine:

District Name _____
Title _____
Street Address _____
City _____ Prov _____ Code _____
Telephone () _____
Fax () _____
Destination Code _____ Prtr Jack # _____
(to be filled in by Call Centre)

The Subscriber no longer wishes to receive Call Centre Notifications or Audit Reports by fax machine

Fax machine contact information remains unchanged

7c. Closest voice telephone extension to above computer/printer/fax:

Telephone () _____ Extension _____
Regular Office Hours _____
Closed at noon? _____

The closest voice telephone extension remains unchanged

8. Emergency or Priority Locate Request Notifications and Contacts:

8.1 During Operating Hours

Contact Person _____
Telephone () _____

8.2 Outside of Operating Hours

Contact Person _____
Telephone () _____

8.3 Is someone available to respond to Emergency and Priority Locate Requests at noon, between 1200hr and 1300hr _____

8.4 If "No" to above

Alternate Contact Person _____
Telephone () _____

Emergency or Priority Locate Request Notifications and Contacts remains unchanged

9. Dig-up Calls (your facilities may have been damaged):

9.1 During Operating Hours

Contact Person _____
Telephone () _____

9.2 Is someone available to respond to Dig-up Calls at noon (1200hr and 1300hr)? _____

9.3 If "No" to above
Alternate Contact Person _____
Telephone () _____

Contact information for Dig –up calls remains unchanged

10. Contact person for complaints concerning your lack of response to a Locate Request or inaccurate marking of the location of your buried facilities:

Name _____
Title _____
Telephone () _____
E-mail Address _____
Cell phone () _____

Complaint contact information remains unchanged

11. If the person has not resolved the problem who do we contact next?

Name _____
Title _____
Telephone () _____
E-mail Address _____
Cell phone () _____

Complaint follow-up contact information remains unchanged

12. List all statutory and general holidays when you are not open for regular business:

Holiday or Reason	Day	Date

Statutory and general holiday information remains unchanged

13. Are you open for business Saturdays or Sundays:

Saturday and Sunday opening information remains unchanged

14. Contact Person or department in the above situation:
Name _____
Title _____
Telephone () _____

Contact information for Saturdays and Sundays remains unchanged

15. As a Subscriber of Saskatchewan First Call Corporation and Subscriber of the Call Centre's Service it is your responsibility to respond to each Notification you receive and establish contact with the Excavator.

16. Who prepared and submitted this information:
Name _____
Title _____
Telephone () _____
Signature _____

17. This form is sent for verification in January of each year. It is your responsibility to advise the Call Centre of any changes to this information throughout the current year.

18. If you have any questions concerning this form please contact the Call Centre at (306) 777-9507.

19. Please return this form to:
Saskatchewan First Call Corporation
1601 Winnipeg Street
Regina, Saskatchewan
S4P 4E7

20. Received and Accepted at Call Centre:

(Name)

(Date Stamp)

Facsimile No. (306) 777-9223