**Canadian Representative Letter**

**NOTE:**

**The following 2 pages are example letters that ISED is recommending to be provided with each application to ensure that the REL listing will occur as soon as possible.**

**Without this letter, please note that a significant delay in REL listing may occur. Additionally not using appropriate company letterhead from the Canadian Representative may Delay the REL listing.**

**Please note that there are 2 sample letters. The first sample is for Multiple Certifications (covering multiple Certification Numbers) while the second one is for Specific Single Certifications (covering single Certification Numbers).**

**CANADIAN REPRESENTATIVE LETTER OF ATTESTATION**

**NOTE: Use Appropriate Company Letterhead or ISED may Delay the REL Listing**

(**Multiple** Certifications or Registrations sample letter)

**Canadian Representative**

Company Name:

Company Number:

Contact Name:

Street Address:

City/Province/Zip:

Telephone No:

Fax No:

Email:

**TO: Innovation, Science and Economic Development Canada**

 **Certification and Engineering Bureau**

3701 Carling Ave., Bldg. 94

Ottawa, ON, K2H 8S2

**ATTENTION: Certification and Engineering Bureau**

This letter is to confirm that we have accepted the responsibility to act as

Canadian Representative on behalf of the **Applicant** noted below for all future

Innovation, Science and Economic Development Canada’s (Formally Industry Canada) certification/registrations obtained during the period of this agreement which ends at the specified date below (if applicable). As Canadian Representative, we are aware of the requirements involved as outlined in **ISED’s** applicable documents (RSP-100, Section 4.1 and/or DC-01, Section 6).

**Applicant**

Company name:

Company Number:

Contact Name:

Street Address:

City/Province/Zip:

Telephone No:

Fax No:

Email:

***This Agreement is Valid Until (expiration date):***

**Signature:**

**Date:**

**Signed by (printed name):**

**CANADIAN REPRESENTATIVE LETTER OF ATTESTATION**

**NOTE: Use Appropriate Company Letterhead or ISED may Delay the REL Listing**

(**Single** Certification or Registration sample letter)

**Canadian Representative**

Company Name:

Company Number:

Contact Name:

Street Address:

City/Province/Zip:

Telephone No:

Fax No:

Email:

**TO: Innovation, Science and Economic Development Canada**

 **Certification and Engineering Bureau**

3701 Carling Ave., Bldg. 94

Ottawa, ON, K2H 8S2

**ATTENTION: Certification and Engineering Bureau**

This letter is to confirm that we have accepted the responsibility to act as

Canadian Representative on behalf of the **Applicant** noted below. As Canadian Representative, we are aware of the requirements involved as outlined in **ISED’s** applicable documents (RSP-100, Section 4.1 and/or DC-01, Section 6).

**Applicant**

Company name:

Company number:

Contact Name:

Street Address:

City/Province/Zip:

Telephone No:

Fax No:

Email:

Certification / Registration Number:

HVIN Number:

**Signature:**

**Date:**

**Signed by (printed name):**