



PROOF OF AUTHORITY FOR MY CFIA BUSINESS USE

This form allows an Owner, Director, Partner or Officer of a business to assign an individual to act as the Profile Authority within a My CFIA party profile. The Profile Authority is accountable for all information, records, requests and users assigned to a party profile.

REQUIREMENT

1. The legal name indicated on this form must exactly match the legal name associated with your Business Number (assigned by the Canada Revenue Agency) or other proof of business documents*.
2. The individual who is assigned Profile Authority on this form must also sign up for My CFIA and accept the role of Profile Authority in the business' party profile online.
3. Once completed and signed, you are only required to upload the second page of this form to the applicable My CFIA party profile to complete the My CFIA enrolment process.

*Proof of business documents are federal, provincial, territorial or state issued documents that contain the business's full legal name. These documents include, but are not limited to business registration documents, articles of incorporation, partnership agreements and notices of assessment issued by the Canada Revenue Agency.

The Proof of Authority document (page 2) must be uploaded to your My CFIA party profile.

Please DO NOT submit this form to the Access to Information and Privacy Office.



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Profile Authority Delegation Statement

I, _____ attest that I hold an Owner, (name of Owner, Director, Partner or Company Officer)

Director, Partner or Company Officer position within _____ (legal name of business)

and that as a result of this position, I am responsible for the oversight and management of _____ . I have the authority to authorize that (legal name of business)

_____ be assigned as Profile Authority for (Profile Authority Name)

_____ and is accountable for (legal name of business)

(a) the accuracy of any information, service request, or payment, provided to the Canadian Food Inspection Agency (CFIA) through My CFIA; and

(b) the actions of any Profile Manager or Party Contact who will interact on behalf of the business.

I further acknowledge that the CFIA will be notified within 48 hours of any changes to the information above.

Signature of Owner, Director, Partner or Company Officer

Date (yyyy-mm-dd)

*A proof of business document is a document which has been issued to the business within the last 12 months and shows the full legal name of the business, as well as the name(s) of current owner(s), partner(s), director(s) or company officer(s) who are in a position to approve those who can conduct online interactions with the Agency through My CFIA on their company's behalf. Typically these documents would include any federal or provincial document of business registration, incorporation, partnership, or other proof of legal business name and ownership.