

Appendix "A"
Saskatchewan First Call Corporation
Subscriber Information Form

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

1. Legal name of corporation: _____

2. Province of incorporation: _____

3. Corporate headquarters address:
Street _____
City _____ Prov _____ Code _____
Mailing _____
City _____ Prov _____ Code _____

4. Signing authority for document execution:
Name _____
Title _____
Name _____
Title _____

5. Contact person for general correspondence with Call Centre:
Name _____
Title _____
Mailing _____
City _____ Prov _____ Code _____
Tel () _____
Fax () _____
E-mail Address _____
Cell phone () _____

6. Contact person for database correspondence with Call Centre:

Name _____
Title _____
Mailing _____
City _____ Prov _____ Code _____
Tel () _____
Fax () _____
E-mail Address _____
Cell phone () _____

7. If you wish to receive Call Centre Notifications and Audit Reports by electronic mail:

Contact Person _____
Title _____
Tel () _____
E-mail Address _____
Regular office hours _____
Closed at noon? _____

7a. If you wish to receive Call Centre Notification and Audit Reports by Electronic Data Transmission:

Contact Person _____
Title _____
E-mail Address _____
Cell phone () _____
Destination Code _____

7b. If you wish to receive Call Centre Notifications and Audit Reports by fax machine:

District Name _____

Title _____

Street Address _____

City _____ Prov _____ Code _____

Tel () _____

Fax () _____

Destination Code _____ Prtr Jack # _____

(to be filled in by Call Centre)

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

Telephone () _____ Extension _____

Regular Office Hours _____

Closed at noon? _____

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 () _____

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

9.3 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 () _____

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 () _____

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

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

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

Holiday or Reason	Day	Date

13. Are you open for business Saturdays or Sundays:

14. Contact Person or department in the above situation:

Name _____

Title _____

Telephone () _____

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. If you have any questions concerning this form please contact the Call Centre at (306) _____.

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

19. Received at Call Centre:

(Name)

(Date Stamp)