



Port de Montréal
Port of Montreal

Authorized Signatory Letter

All companies that will act as sponsors regarding the port passes of another company or an individual must submit the names, title and a sample signature of the person designated as the company's authorized signatory.

The letter must be on official letterhead and signed by the highest person in authority (CEO, president or owner) or the legal signatory of the company.

The letter must be addressed to the Montreal Port Authority, Security and Fire Prevention Directorate at 2100 Pierre Dupuy, Montreal, Quebec, H3C 3R5 and faxed to 514-283-7060.

SAMPLE TEXT

[Company letterhead]

From: **[Name of person in authority]**
[Title]

To: Port Security Officer
Security and Fire Prevention
Montreal Port Authority

Date: **[Date]**

RE: Port pass authorized signatory letter

The person named below is designated as the authorized signatory to represent **[company]** in all written communications pertaining to the port pass. It is understood that only sponsorship applications signed by the hereunder named below will be considered and processed. It is also understood that the authorized signatory is also responsible for validating and maintaining the sponsorship notice sent to the Montreal Port Authority on behalf of **[company]**.

[Designated authorized signatory name]
[Designated authorized signatory title]
[Designated authorized signatory phone number]
[Designated authorized signatory fax number]
[Designated authorized signatory email]
[Designated authorized signatory address]

Authorized signatory signature

Regards,

[Person in authority signature]
[Name of person in authority in block letters]
[Person in authority title]