



Port de Montréal
Port of Montreal

Company Employee Letter

Every company must maintain a current list of employees for whom access to the port is required in the course of their duties. The company must have a sponsorship letter in force, have designated an authorized signatory and have produced a company identification letter to the Montreal Port Authority.

An employee is considered at security level R1 for general access. An employee is considered at security level R2 if access to the passenger terminal is required or is otherwise indicated by a marine facility security officer. A level R2 employee must obtain a security clearance from Transport Canada. A port pass may be valid for up to five years and is subject to a fee.

Every company employee letter must be produced on company letterhead, signed by an authorized signatory and addressed to the Montreal Port Authority, Security and Fire Prevention Department at 2100 Pierre Dupuy, Montreal, Quebec, H3C 3R5 and faxed to 514-283-7060.

SAMPLE TEXT

[Company letterhead]

From: **[Full authorized signatory name]**
[Authorized signatory fax number]

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

Date: **[Date]**

Subject: Company employee letter

The person named and described below needs access to the Port of Montreal and the facilities located therein. It is understood that the privilege of use of the Port of Montreal electronic card reader and road is granted to a port pass holder with a valid driver's license. Those without a valid driver license will be driven into the port by a duly recognized pass holder.

[Full name][Function][R1 or R2][Duration of assignment]
[Full name][Function][R1 or R2][Duration of assignment]

Regards,

[Authorized signatory signature]
[Authorized signatory names in block letters]