

Annual letter of authorization for designated industrial property (DIP) assessment representation

As the *Freedom of Information and Protection of Privacy Act* requires provincial assessor's office to treat your company's information confidentially, branch staff must ensure that they are only providing and/or discussing your company's information with representatives authorized by you.

A letter of authorization (LOA) is required when someone other than your company staff is requesting or discussing your company's DIP property assessment information. You or your employees do not need a letter to discuss or request your own information.

If you do not have a LOA, the provincial assessor's staff cannot discuss or release your DIP property assessment information to any person other than you or your own staff.

A LOA requires renewal on an annual basis and when a company amalgamates or changes name; an acceptable LOA must include the following information:

- The registered company name of the designated industrial property owner/operator;
- The name of the representative company and/or agent who has been given authority to act on behalf of the company;
- The tax year to which the authorization is applicable, for example the 2021 tax year (the LOA requires renewal on an annual basis);
- A clear description of the responsibilities the representative is authorized to perform on behalf of the company as well as any conditions or restrictions therein;
- The name, title, signature, email address and phone number of the company officer or executive who authorizes a representative to act on behalf of the company and who may be contacted should we require any clarification;

- The acknowledgement that such authorization does not absolve the company from its responsibilities and obligations under the legislation and regulations, and
- The date when the LOA is signed (in the current tax year).

The LOA needs to be provided to the provincial assessor's office on appropriate company letterhead and in its original form. A scanned copy of the original document is acceptable.

For your convenience, a sample LOA is included in this package. To further assist you, see the "Letter of Authorization" section at <https://www.alberta.ca/municipal-property-assessment-overview.aspx>.

If you require any further clarification, please contact Gail Reykdal at 780-422-8302 or Maureen Maddock at 780-644-7824 or by email at ma.alpasmail@gov.ab.ca. Government of Alberta telephone numbers can be reached toll free from anywhere in Alberta by first calling 310-0000 and, after the prompt, entering the 10-digit telephone number.