



BC 1 CALL

# Appendix A

## MEMBER INFORMATION FORM

To the member's agreement between BC One Call Limited ("BC 1 Call" or the "Supplier") and \_\_\_\_\_, dated \_\_\_\_\_, 20\_\_\_\_ (member's agreement).

BC 1 Call uses the information contained in this form to process locate requests and to communicate with your organization in connection with the Member's Agreement.

**\* required**

**1. Legal name of organization\*:** \_\_\_\_\_

**2. Head Office**

Mailing Address\*: \_\_\_\_\_

City\*: \_\_\_\_\_ Province\*: \_\_\_\_\_ Postal Code\*: \_\_\_\_\_

**3. Corporate website URL** (To be hyperlinked to your organization's name on BC 1 Call's [Member List](#))\*:

www.\_\_\_\_\_

**4. Invoicing/Accounts Payable**

Name\*: \_\_\_\_\_ Title\*: \_\_\_\_\_

Telephone Number\*: ( ) \_\_\_\_\_ Email\*: \_\_\_\_\_

Invoicing Email: \_\_\_\_\_ PO Number (if applicable): \_\_\_\_\_

Mailing Address (if different than above): \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Click or call **before** you dig.



**5. Contact for Data Input Correspondence**

Provide a single contact, responsible for preparing, maintaining, and verifying your data base.

Name\*: \_\_\_\_\_ Title\*: \_\_\_\_\_

Telephone Number\*: ( ) \_\_\_\_\_ Email\*: \_\_\_\_\_

Company Name (if using a third party): \_\_\_\_\_

Mailing Address (if different than above): \_\_\_\_\_

City\*: \_\_\_\_\_ Province\*: \_\_\_\_\_ Postal Code\*: \_\_\_\_\_

**6. Field Office Contacts and Notification Details**

**Service Area:** \_\_\_\_\_

**Note:** A Service Area is each area which has a unique database registered with the Supplier. Enter “ALL” above if the contact information is the same for all of the Member’s Service Areas.

Routine Locate Notifications		
FTP/Email Address*:	Phone Number During Business Hours	
	Primary*:	Alternate*:
Username (FTP):	Phone Number Outside of Business Hours	
Password (PTF):	Primary:	Alternate:

Emergency Locate Notifications		
FTP/Email Address:	Phone Number Outside of Business Hours	
	Primary*:	Alternate*:
Username (FTP):	Password (PTF):	

Dig Up Notifications		
FTP/Email Address*:	Phone Number During Business Hours	
	Primary*:	Alternate*:
Username (FTP):	Phone Number Outside of Business Hours	
Password (PTF):	Primary*:	Alternate*:

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Business Hours (in PST)		
Weekday	Opens at*	Closes at*
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

**7. General Contact for Complaints, Transmission Issues, Email Issues, etc.\***

Name\*: \_\_\_\_\_ Title\*: \_\_\_\_\_  
 Telephone Number\*: (    ) \_\_\_\_\_ Email\*: \_\_\_\_\_

**If the above person has not resolved the problem, whom do we contact next?\***

Name\*: \_\_\_\_\_ Title\*: \_\_\_\_\_  
 Telephone Number\*: (    ) \_\_\_\_\_ Email\*: \_\_\_\_\_

**8. Contact for Public Awareness and/or Communications initiatives about ground disturbance:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Telephone Number: (    ) \_\_\_\_\_ Email: \_\_\_\_\_

**9. Name of Person Who Completed This Form\*:**

Name\*: \_\_\_\_\_ Title\*: \_\_\_\_\_  
 Telephone Number\*: (    ) \_\_\_\_\_ Email\*: \_\_\_\_\_

**As a BC 1 Call member, and to ensure our service is convenient to excavators, you are obligated to:**

- Respond to each notification you receive **within 3 business days** (excluding statutory holidays in B.C.);
- Establish contact with the ground disturber related to each notification BC 1 Call sends to you;

Click or call **before** you dig.



- Advise BC 1 Call of any changes to this information by providing a new Appendix A. The form can be found on our [Members Resources](#) page.

**Signature\*:** \_\_\_\_\_

**Date\*:** \_\_\_\_\_

If you have any questions concerning this form, please contact BC 1 Call at 1-800-474-6886, option 3 or by email at [info@bc1c.ca](mailto:info@bc1c.ca).

Please return this form to [info@bc1c.ca](mailto:info@bc1c.ca).

**Section below should be filled out by BC 1 Call staff:**

**Date Received by BC 1 Call:** \_\_\_\_\_

Click or call **before** you dig.