



## Appendix A

To the Member's Agreement between BC One Call Limited ("BC 1 Call" or the "Supplier") and \_\_\_\_\_, dated \_\_\_\_\_, 20\_\_\_\_ (as per Member's Agreement).

### Member Information Form

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. Billing/Accounts Payable\*

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

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

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

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

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

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: \_\_\_\_\_

Click or call **before** you dig.

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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 the Member's Service Areas.

<b>Routine Locate Notifications</b>		
FTP/Email Address:	Phone Number During Business Hours	
	Primary:	Alternate:
Username (FTP):	Phone Number Outside of Business Hours	
Password (PTF):	Primary:	Alternate:
<b>Emergency Locate Notifications</b>		
FTP/Email Address:	Phone Number Outside of Business Hours	
	Primary:	Alternate:
Username (FTP):	Password (PTF):	
<b>Dig Up Notifications</b>		
FTP/Email Address:	Phone Number During Business Hours	
	Primary:	Alternate:
Username (FTP):	Phone Number Outside of Business Hours	
Password (PTF):	Primary:	Alternate:
<b>Business Hours (in PST)</b>		
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: \_\_\_\_\_

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**8. Additional Communications: Contacts**

One contact may be used for multiple communication categories.

Categories	Name	Email
Software testing and/or updates		
Service interruptions		
Membership Agreement Updates		
Secondary billing contact		
Education and events		
BC 1 Call news and announcements		

**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 BC)
- Establish contact with the ground disturber related to each notification BC 1 Call sends to you
- 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 to be filled out by BC 1 Call staff:**

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

Click or call **before** you dig.

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