



ACCESS REQUEST FORM

COMPANY INFORMATION

Company Name (Contract Holder):	
Company Mailing Address:	
Company Phone Number:	

CONTRACT HOLDER SIGNING AUTHORITY HAS AUTHORITY TO BIND THE CORPORATION

Name:	
Title:	
Signature:	
Date:	
Email Address:	

Note:
It is the responsibility of the above signed to inform Union Gas Limited that there is change to any access granted to people or companies found on the accompanying page(s).

Access to Unionline is contingent on the acceptance of the Agreement for Use and all of its Terms and Conditions.

UNION GAS LIMITED

ACCESS REQUESTED FOR:
(Please complete one copy of the form per Employee or Agent Company)

Relationship to Contract Holder:	<input type="checkbox"/> Employee (Name appears on page 2)	<input type="checkbox"/> Agent (Company name appears on page 2)
Reason for Request:	<input type="checkbox"/> New Unionline access for employee or agent <input type="checkbox"/> Additional roles required for existing employee or agent <input type="checkbox"/> Remove roles from employee or agent	<input type="checkbox"/> Remove Unionline access from employee or agent <input type="checkbox"/> Remove Unionline access AND terminate employee or agent relationship with company
Effective Date for Request:	<input type="checkbox"/> Immediate	<input type="checkbox"/> As of: _____

Special Instructions:

Please fax completed forms to: Union Gas – Unionline Support at fax number 519-358-4064



ACCESS REQUESTED FOR: (Please complete one copy of the form per Employee or Agent Company)	
Name of Employee or Agent Company:	
Title:	
Address: (If different than the Company Mailing Address on page 1)	
Phone Number:	
Fax Number:	
Email Address:	

ACCESS REQUESTED (Please check all that apply)	
<p>Financial Information</p> <p><input type="checkbox"/> Banking</p> <p>Contract Detail</p> <p><input type="checkbox"/> Direct Purchase</p> <p><input type="checkbox"/> Distribution</p> <p><input type="checkbox"/> S&T</p> <p>Contract Accept (Employee or Agent has authority to bind the Corporation)</p> <p><input type="checkbox"/> Direct Purchase</p> <p><input type="checkbox"/> Distribution</p> <p><input type="checkbox"/> S&T</p> <p><input type="checkbox"/> S&T Confirmations</p> <p>Transactions</p> <p><input type="checkbox"/> Balancing Transaction Approval</p> <p><input type="checkbox"/> Balancing Transaction Request</p> <p><input type="checkbox"/> Balancing Transaction View</p> <p><input type="checkbox"/> File Transfer</p> <p><input type="checkbox"/> Nominations</p> <p><input type="checkbox"/> Imbalances</p> <p>Consumption Measurement</p> <p><input type="checkbox"/> Direct Purchase</p> <p><input type="checkbox"/> Distribution</p> <p>Reports</p> <p><input type="checkbox"/> Direct Purchase</p> <p><input type="checkbox"/> S&T and T-Service</p> <p>Invoices</p> <p><input type="checkbox"/> Direct Purchase</p> <p><input type="checkbox"/> Distribution</p> <p><input type="checkbox"/> S&T</p>	

To review the functions and screens applicable to each of the above roles please [click here](#)

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