

**DESIGNATION OF THE PERSON IN CHARGE OF  
ACCESS MANAGEMENT**

**Section A –** Registration and designation of the person in charge of access management (PCAM)

**Section B –** Change in the designation of the person in charge of access management (PCAM)

**Business information**

Name of the business registered at FADQ		Client Number.
		NEQ, if any
Business e-mail address:		
Mailing address	Legal form	
Number _____ Street _____	<input type="checkbox"/> Sole proprietor <input type="checkbox"/> Undeclared partnership <input type="checkbox"/> General partnership <input type="checkbox"/> Cooperative <input type="checkbox"/> Corporation <input type="checkbox"/> Other (specify): _____	
Municipality _____		
Province _____	Postal code _____	

**Complete section a or b, as the case may be, and remember to sign the bottom of page 3 on the form.**

**Section A – Registration and designation of the person in charge of access management (PCAM)**

**Information on the person in charge of access management (PCAM)**

PCAM's first and last name (in block letters)		Date of birth (yyyy-mm-dd)
Telephone Number (Home) (999) 999-9999	Telephone Number (Cell) (999) 999-9999	
E-mail address:		
Mailing address		
Number _____ Street _____	Municipality _____	
Province _____	Postal code _____	

**Section B – Change in the designation of the person in charge of access management (PCAM)**

**Information on the current person in charge of access management**

PCAM's first and last name (in block letters)		Date of birth (yyyy-mm-dd)
Telephone Number (Home) (999) 999-9999	Telephone Number (Cell) (999) 999-9999	
E-mail address:		

## Information on the new person in charge access management

PCAM's first and last name (in block letters)		Date of birth (yyyy-mm-dd)
Telephone Number (Home) (999) 999-9999	Telephone Number (Cell) (999) 999-9999	
E-mail address:		
Mailing address		
Number	Street	Municipality
Province	Postal code	

### General information

1. This form makes it possible to designate the PCAM or to change the designation of the PCAM. The PCAM will also be the authorized representative for the business in matters relating to its on-line file.
2. The business must understand that, when it names a PCAM, that person represents the business to FADQ for all its online transactions. The PCAM has access to all the personal and confidential information held by the business, whether current, modified or future.
3. If the business is owned by a sole proprietor, that person may act as the PCAM. This form must be provided to La Financière agricole if the sole proprietor acts as the PCAM. To designate a third party, a power of attorney must accompany this form. For an example of a power of attorney, see the [Registration section of the on-line file](#) on our website.
4. If the business is not owned by a sole proprietor, the PCAM can be one of the shareholders, associates, board directors (chair, vice-chair, secretary, treasurer). In all of the above cases, this form must be provided to La Financière agricole.
5. If the business is not owned by a sole proprietor, a third party can be designated to act as the PCAM. This designation must be made by a resolution of the board of directors, the excerpt of which is signed by one of the persons authorized to do so (chair, vice-chair, secretary, treasurer) and by a power of attorney designating the PCAM, signed by this same authorized person or associate and provided to La Financière agricole along with this form. For examples of a resolution and power of attorney, see the [Registration section of the on-line file](#) on our website.
6. The PCAM's role is to register the business for its on-line file at FADQ, grant partial or full access rights to users whose duties require on-line file access, manage the access rights of these users and withdraw the access rights if need be. The PCAM is also authorized to make further decisions and take action relating to the on-line file of the business. The PCAM must notify users of their commitment not to disclose their user code and password at any time.
7. A user code and temporary password will be sent by e-mail to the PCAM as soon as possible.
8. The password is temporary since it must be changed as soon as the on-line file is accessed for the first time.

### Signature of the person in charge of access management

X _____ Signatory's first and last name (in block letters) :	Date (yyyy-mm-dd)
<b>SECTION A:</b> Once this form is completed and signed by a <b>third-party</b> PCAM, it must be returned to <a href="#">your service centre</a> , accompanied by the excerpt of the resolution signed by one of the following persons authorized to do so: the chair, vicechair, treasurer or secretary of the board of directors and by the power of attorney signed by that same person authorized to do so or an associate, as the case may be, required in point 3 or 5 in the section "General Information".	
<b>SECTION B:</b> Once this form is completed and signed by the <b>new third-party</b> PCAM, it must be returned to <a href="#">your service centre</a> , accompanied by the excerpt of the resolution signed by one of the following persons authorized to do so: the chair, vice-chair, treasurer or secretary of the board of directors and by the power of attorney signed by that same person authorized to do so or an associate, as the case may be, required in point 3 or 5 in the section "General Information".	

## Disclosure of Personal Information

The personal and confidential information collected on this form is essential for registration and/or change of an Access Manager designation. Failure to provide such information may result in longer processing times or refusal. This information will be disclosed only to authorized persons, mandatories and public bodies, under the terms of the Act Respecting Access to Documents Held by Public Bodies and the Protection of Personal Information (R.R.S.Q., chapter A-2.1), hereinafter referred to as the "Act Respecting Access. This information may also be used for research, statistical, study, survey, investigation, or audit purposes, all within the provisions of the Act Respecting Access.

You may also exercise your rights of access and rectification under the Act Respecting Access, by contacting la FADQ.

For more information, please read the [Politique-cadre en matière d'accès aux documents et de protection des renseignements personnels](#).