

Contact Information Change Form

Use the Contact Information Change form to:

- **Section 1**
 - Change the Civic and or Mailing Address of the Organization
 - **Section 2**
 - Change Contact Phone Number
 - Change Contact E-mail Address
 - Change Contact Title / Position
- **Section 3**
 - Add an Additional Contact – authorizes contact to request, receive or change information
 - **Section 4**
 - Remove a Contact - remove contact from profile registration and authorization to request, receive or change information

Section 1 – Organization / Farm Address Change

Organization / Farm Name

Mailing address	Town	Postal code
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Farm civic address (if different from above)	Town	Postal code
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Telephone	Cell	Fax
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Email

Section 2 – Change Contact Title/Position, Phone # or E-mail

Contact Name:

Title / Position

- Owner/Operator/Partner
 CEO
 Director
 Secretary
 Shareholder
 Executive Director
 Project Lead
 Manager
 President

Telephone	Cell	Email
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Section 3 – Add Additional Contact

Additional Contact Name: authorized to request, receive or change information

Title / Position

- Owner/Operator/Partner
 CEO
 Director
 Secretary
 Shareholder
 Executive Director
 Project Lead
 Manager
 President

Telephone	Cell	Email
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Additional Contact Name: authorized to request, receive or change information

Title / Position

- Owner/Operator/Partner CEO Director Secretary Shareholder
 Executive Director Project Lead Manager President

Telephone

Cell

Email

Section 4 – Remove Contact

Contact Name: remove contact from profile registration and authorization to request, receive or change information

Contact Name: remove contact from profile registration and authorization to request, receive or change information

Statement of Certification

By submitting this Contact Information Change form, I acknowledge and agree with the following:

- to the best of my knowledge and ability, that the information provided on this form is accurate;
- I consent to the disclosure and use of the information by officials of the Nova Scotia Department of Agriculture, officials of other programs offered by the Government of Canada or the Province of Nova Scotia, and cooperating funding partners, where the Information is relevant for the purposes of audit, analysis, evaluation, program development and determining assistance;
- I acknowledge that any information provided, unless disclosed in the manner and for the purposes to which I have consented above, will be subject to the confidentiality and disclosure provisions of the *Freedom of Information and Protection of Privacy Act (FOI/POP)*.

Applicant Name (print)

Applicant Signature

Date

Note: Only a current registered contact provided on the Program Funding Registration form has the authority to sign the Contact Information Change form.

Return completed signed form to:

Nova Scotia Department of Agriculture

Programs Division

74 Research Drive

Bible Hill, NS B6L 2R2

Email: prm@novascotia.ca