



CERTIFICATE OF RECOGNITION PROGRAM Employer Request to Amend an Existing COR

Employers whose operations have undergone a change may submit an amendment request to Energy Safety Canada to amend their previously issued COR.

COR Amendments based on simple changes (such as legal company name, WCB account number or Industry reclassification) may be granted by Energy Safety Canada. The new certificate would be issued for parts of the organization that were included under the original certification audit. The new certificate would retain the original expiry date.

More substantial changes to an employer's operation could invalidate the original COR, since the certifying audit would no longer be representative of the employers' operations and management structure (such as acquisition of another company, merger with another company, addition of another division with a different industry, addition of new facilities or management restructuring). In these cases a new certification audit would be required.

The submission must include documentation supporting the request such as a:

- previous company organization chart
- new company organization chart
- WCB clearance letter
- related news release outlining changes

All documentation is required to be attached to the submission. Incomplete forms will be returned.

Contact Information	
First Name	<hr/> <hr/>
Last Name	<hr/> <hr/>
Company Title	<hr/> <hr/>
Phone #	<hr/> <hr/>
Email #	<hr/> <hr/>

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Existing Employer Name	
Company Legal Name	<input style="width: 90%;" type="text"/>
Address	<input style="width: 90%;" type="text"/>
City	<input style="width: 90%;" type="text"/>
Province	<input style="width: 90%;" type="text"/>
Postal Code	<input style="width: 90%;" type="text"/>

Existing Employer Information					
Number of Employees		<input style="width: 95%;" type="text"/>			
Effective Date of Change		<input style="width: 95%;" type="text"/>			
Province	<input style="width: 50%;" type="text"/>	WCB #	<input style="width: 50%;" type="text"/>	Industry Code #/Classification Unit	<input style="width: 50%;" type="text"/>
Province	<input style="width: 50%;" type="text"/>	WCB #	<input style="width: 50%;" type="text"/>	Industry Code #/Classification Unit	<input style="width: 50%;" type="text"/>
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Province	<input style="width: 50%;" type="text"/>	WCB #	<input style="width: 50%;" type="text"/>	Industry Code #/Classification Unit	<input style="width: 50%;" type="text"/>

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New Employer Name	
Company Legal Name	_____
Address	_____
City	_____
Province	_____
Postal Code	_____

New Employer Information					
Number of Employees		_____			
Effective Date of Change		_____			
Province	_____	WCB #	_____	Industry Code #/Classification Unit	_____
Province	_____	WCB #	_____	Industry Code #/Classification Unit	_____
Province	_____	WCB #	_____	Industry Code #/Classification Unit	_____
Province	_____	WCB #	_____	Industry Code #/Classification Unit	_____
Province	_____	WCB #	_____	Industry Code #/Classification Unit	_____

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Optional Additional Information

List any additional information to support your request.

Signature

Contact Signature	
Date	

Supporting Documentation

The submission must include documentation supporting the request such as a;

- previous company organization chart
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- WCB clearance letter
- related news release outlining changes



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Submission

Email the completed signed form along with any applicable attachments to: CORInfo@EnergySafetyCanada.com.

Safety Audits and Certifications
Energy Safety Canada
5055-11 Street NE
Calgary, AB T2E 8N4
1 800 667 5557 extension 3
CORInfo@EnergySafetyCanada.com