



Port de Montréal
Port of Montreal

Company Identification Letter

A company that conducts business in the Port of Montreal must produce, on official company letterhead, a statement of business in the port and a list of contacts that includes the full name and title of its business representatives. An authorized signatory must sign the letter. The company must hold a current sponsorship letter.

The letter must be addressed to the Montreal Port Authority, Security and Fire Prevention Department at 2100 Pierre Dupuy, Montreal, Quebec, H3C 3R5 and faxed to 514-283-7060.

SAMPLE TEXT

[Company letterhead]

From: **[Full authorized signatory name]**
[Authorized signatory fax number]

To: Port Security Officer
Security and Fire Prevention Department
Montreal Port Authority

Date: **[Date]**

Subject: Company identification letter

[Statement of business]

[Company], sponsored by **[Sponsoring company name]**, is represented by the following services and departments:

[Department name][Manager's name][Contact number]
[Service name][Supervisor's name][Contact number]

Regards,

[Authorized signatory Signature]
[Full authorized signatory name in block letters]