



Letter of Authorization from the Lessee

TO BE COMPLETED BY VEHICLE LESSEE(S)

This Letter of Authorization (LOA) permits _____ ("the Lessor") at
NAME OF LESSOR AS SHOWN ON THE CERTIFICATE ISSUED IN RESPECT OF THE DESCRIBED VEHICLE

ADDRESS OF LESSOR

to renew or change an Owner's Certificate of Insurance and Vehicle Licence ("certificate") in accordance with the terms set out below for the vehicle described below:

Model Year: _____ Make: _____ Model: _____

VIN: _____ BC Registration #: _____

This letter of authorization is valid from: _____ until the earlier of _____, the termination of the Lease
EFFECTIVE DATE EXPIRY DATE OF LEASE

or the date that the lessee(s) is/are removed from the vehicle registration.

By signing this authorization, I/we, the lessee(s) of the above-described vehicle, confirm the following:

- I/we have entered into a lease agreement with the Lessor for the described vehicle ("the Lease").
- This LOA is irrevocable for the duration of the Lease.
- This LOA is only valid for the purpose of renewing a certificate or adding or increasing coverage on an existing certificate or renewal certificate.
- Any renewal will be renewed with the same terms and conditions as the previous certificate, with the exception of adding or increasing coverage.
- Any amount payable as a result of a renewal or a change must be paid in full at the time of the transaction.
- This LOA is not valid for the purpose of any other changes including removing or decreasing coverage or cancelling a certificate.
- When a transaction is completed by the Lessor using this LOA, I/we remain responsible for advising ICBC of any changes including but not limited to my/our address, the vehicle use or territory, principal driver, and listing other drivers of the vehicle. I/we are responsible for the consequences of any failure to do so, including breach of contract, which could result in a claim not being paid in the event of a loss.
- I/we understand that I/we am/are responsible for any additional fees or premiums that may be incurred in a future transaction as a result of the Lessor completing a transaction using this LOA.
- I/we authorize the Lessor to receive the certificate issued as a result of the Lessor completing a transaction using this LOA.

Name(s) and Address(s)

Owner/Lessor Name: _____
NAME OF OWNER/LESSOR OF VEHICLE DRIVER'S LICENCE NUMBER (if applicable)

Lessee Name: _____
NAME OF LESSEE OF VEHICLE DRIVER'S LICENCE NUMBER DATE OF BIRTH

Lessee Name: _____
NAME OF LESSEE OF VEHICLE DRIVER'S LICENCE NUMBER DATE OF BIRTH

Address: _____
ADDRESS OF LESSEE(S)

Signature: _____ Date: _____
LESSEE (IF SIGNING ON BEHALF OF A COMPANY, NOTE POSITION OR TITLE)

Signature: _____ Date: _____
LESSEE (IF SIGNING ON BEHALF OF A COMPANY, NOTE POSITION OR TITLE)

Personal information provided on this LOA is collected pursuant to section 26 of the *Freedom of Information and Protection of Privacy Act* and will be used for the purpose of issuing a certificate to a Lessor authorized by the vehicle lessee(s) and used as outlined above.

This authorization must be presented to an Autoplan broker (photocopies or faxed copies are not acceptable).