**Change of Person(s) Authorized to Act on Behalf of Member Company**

ReliabilityFirst Bylaws Section 6.10 Designation of Representatives provides that a Regular Member may change such designation at any time by providing at least twenty-four (24) hour written notice to the Secretary of the Corporation. Such notice may be provided by electronic transmission.

***Send this form***to:

Ms. Niki Schaefer

ReliabilityFirst Corporation

3 Summit Park Drive, Suite 600 • Cleveland, OH 44131 or

Email to niki.schaefer@rfirst.org

|  |
| --- |
| **Member Company Information:** *Please provide below complete contact information for Member Company.* |
| Member Company’s Full Legal Name:  |  |
| Primary Office Address:  |  |
| Primary Office Telephone Number:  |  |
| **Persons authorized to act on behalf of the Member Company:** *Please provide complete information for those persons who are authorized to act on behalf of the Member Company with respect to all ReliabilityFirst matters:* |
| **Current Primary** | **Request Change for New Primary** |
| Name: |  | Name: |  |
| Title |  | Title |  |
| Address: |  | Address: |  |
| Telephone: |  | Telephone: |  |
| Email: |  | Email: |  |
|  |
| **Current Alternate** | **Request Change for New Alternate** |
| Name: |  | Name: |  |
| Title |  | Title |  |
| Address: |  | Address: |  |
| Telephone: |  | Telephone: |  |
| Email: |  | Email: |  |
|  |
| Date the changes become effective: |  |
|  |
| Signature of current Primary or Alternative Representative: |  |
| Print Name: |  | Title: |  | Date: |  |