

HOW TO COMPLETE THE LETTER OF AUTHORISATION FORM COMPANY:

Authorised Person's Name:	
Position in the Company:	
Postal Address:	
Contact Number:	
Email Address:	

This part of the form is to be completed if the owner wishes to authorise a specific person within their company. Examples:

- Accountant

Authorised Company Name:	
Business Address:	
Postal Address:	
Contact Number:	
Email Address:	

This part of the form is to be completed if they would like to authorise a company. Examples:

- Real-estate Agency
- Accounts Company
- Their Company

I, (insert full name) _____, owner of the above address,

authorise the above to: *(please indicate one of the below options)*

➤ enquire on my behalf

rates

water

both

➤ act on my behalf

rates

water

both

Print Name: _____

Signature: _____

This part of the form is where the **owner/ director** acknowledges who they are and what they would like the person or company to be responsible for.