

Reference number (for requests via fax only):

**Note — We can only process your letter of authority if you have submitted an online request before submitting this form.**

Depending on the method you selected while making your request online, you can either:

- › Upload a completed and signed copy of this letter, or
- › Fax it to **0508 288 467** (0508 AUTHORITY)

## Letter of authorisation

This form should be used by a current company director to authorise the management of the company's records on the company's behalf. *This new form is effective from 5 September 2019 and replaces all previous forms*

**Company name**

**Company number**

**NZBN**

### To the Registrar of Companies, Companies Office

As a current director of the above-named company, I authorise the person or organisation below to file documents and maintain records on the Companies Register website [www.companies.govt.nz](http://www.companies.govt.nz) on our company's behalf.

### Details of the director of granting authority

**Director's full name**

**Director's date of birth**

**Director's signature**

.....

**Date:**

### Details of the authorised person or organisation acting on behalf of the company

**Authorised person's full name**

**Organisation name  
(where applicable)**

**I am confirming authority**

for myself

for my organisation

**Signature**

.....

**Date:**