

Company Authority Code:

*(To obtain this code you must initiate your request for company authority online, it is only required if the fax option is selected)*

To: The Registrar of Companies, Companies Office

Your name:

Your email address:

Your phone number:

Date:

 

### Letter of Authorisation

I,

*(Applicant's full name - this should be a senior person within the organisation)*

*(Applicant's position within the organisation)*

Of

*(Organisation's name)*

#### CHECKLIST (please tick)

I confirm that:

I have followed these steps before submitting this form:

1. Searched the register for the company below.
2. Clicked on the company name to view the company details.
3. Selected **My Tools**, then chosen **Request Authority** and completed the online request process.

I am legally authorised to request Company Authority in respect of:

Company name

Company number

.....  
*(Signature of applicant)*

**We can only process your request if you have initiated your request online before submitting this form.**

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

1. Upload an electronic copy of this signed letter of authorisation using the online Registrar Approval Service or
2. Fax it to us at 0508 288 467 (0508 AUTHORITY)

For further assistance regarding requesting Company Authority, please visit the [Companies Register website](#)