

**We can only process this letter of authorisation if you're submitting it as part of an online request**

- › **Note - We've switched off our fax service.** For any requests after 19 November 2021 you need to use our online service to upload a copy of this completed letter.
- › If you're using this letter in place of a driver licence or passport for the Director ID verification option, go to [companies.govt.nz](http://companies.govt.nz) and log in. Search for the company, select 'Request authority' and upload a completed and signed copy of this letter.

## Letter of authorisation for a company

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 20 November 2021 and replaces all previous versions*

**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** 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:**