Document Collection Authorisation

For collection of specified documents only. Confirm whether the organisation allows collection by an agent and requires its own form.

Principal name and contact details

_____

Agent name and contact details

_____

Releasing organisation and department

_____

Specified documents and application reference

_____

Delivery arrangements to principal

_____

Authority start and end dates

_____

I authorise the agent named above, during the stated period, only to collect the specified documents from the named organisation and deliver them to me as stated. The agent may not delegate this authority and may sign only a receipt for the documents. There is no authority to sign other legal documents, amend records, make new applications, dispose of assets or conduct financial transactions.

Signature: _____ Date: _____
Place of signing: _____

Confirm the recipient’s format, language and signing requirements first. Enter only necessary, accurate details; do not sign before the signing procedure is confirmed. Any notarial certificate or jurat is completed separately by the professional. General information, not individual legal advice; acceptance is not guaranteed.