Company Records Collection Authorisation

For company records collection only. Signing authority must be established. This is not a board resolution or authority to represent the company in proceedings.

Company legal name and registration reference

_____

Authorised signatory name role and basis of authority

_____

Agent name and contact details

_____

Releasing organisation and specified records

_____

Delivery arrangements to company

_____

Authority start and end dates

_____

As a person authorised to sign for the company, I authorise the agent named above, during the stated period, only to collect the specified company records and deliver them to the company as stated. The agent may sign only a collection receipt and may not delegate this authority. It gives no authority to sign contracts, use a company seal, admit debts, transact or represent the company in proceedings or file or withdraw applications.

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.