

Appointment of an Authorised Representative

Your details:

Account number: (located on the top right hand side of your Audit IT invoice)

Account holder's full name (note: you must be the account holder to appoint an Authorised Representative):

"I wish to appoint the following person as my Authorised Representative":

Your Authorised Representative's details

Authorised Representative's full name:

Authorised Representative's telephone number:

Authorised Representative's email address (if applicable):

Authorised Representative's physical address:

Limitations of the Authorised Representative's rights (Specify anything that your Authorised Representative should NOT be allowed to do on your behalf. If left blank, the Authorised Representative has the power to act as if they were you.):

Appointment of an Authorised Representative

Appointment declaration:

“I, _____, authorise Audit IT to deal with the above person as my Authorised Representative. I acknowledge that I am responsible for all acts of my Authorised Representative within the authority as described in this Appointment. Audit IT may assume that it is dealing with the Authorised Representative if they identify themselves as such when contacted at any of the contact numbers/addresses above. This appointment continues until I revoke it in writing.”

Signature:

Place and date:

Account holder's signature:

Witness's declaration and signature:

“I confirm that the person signing above (account holder) has produced evidence of their identity.”

Place and date:

Witness's signature:

Witness's full name:

Witness's capacity (JP, police officer etc.) and address:
