

Template Letter of authorisation for authorised Signatories

To the Office of the Chief Inspector

Date: dd/mm/yyyy

Re: _____(Insert Name of Registered Provider/Intended Registered Provider) (the Provider)

At a meeting held on dd/mm/yyyy, I confirm, on behalf of the Provider, the (Board of Directors of the company named as Provider or the Members of the Committee of Management or other controlling authority of the unincorporated body named as Provider or the Partners of the partnership named as Provider) (delete as appropriate) duly passed a resolution appointing the following named individual(s) as an authorised signatory or signatories to sign relevant documentation¹ on behalf of the Provider:

Insert name(s)

- I confirm that the appointment of the named authorised signatory or signatories has been validly authorised by the Provider in line with all applicable laws and in line with the terms of the rules of establishment or constitutional documents or deed or other documentation or governing principles of the Provider
- I confirm that the appointment of the authorised signatory or signatories has taken place with the knowledge and consent of all relevant parties, including those nominated by the Provider to be the authorised signatory
- I confirm that there are no limits or restrictions of any kind on the Provider that would prevent the appointment of an authorised signatory or signatories

¹ Application forms to register or renew registration, Registration Notification Forms NF30-37, Prescribed Information Forms that require a signature

- I, on behalf of the Provider, undertake to notify the Chief Inspector immediately and in writing of any change to the authorised signatory or signatories
- I acknowledge that the authorised signatory or signatories cannot exercise signing authority until such time as an original copy of this letter has been sent by post to the Chief Inspector

Signed:	
Role within the Provider entity²:	
Date:	

² Refer to Regulatory Notice for guidance on who will be accepted as a signatory on this letter.