

# Letter of authorisation

- Complete this letter of authorisation to confirm your authority to update the relevant Companies Office register for this entity.
- Send your signed and completed form to [info@companies.govt.nz](mailto:info@companies.govt.nz)
- It may take up to 5 business days to process your request and confirm your authority.
- By signing this letter, you are confirming that you are legally authorised to confirm your authority to update the register for the following entity.

<b>To:</b>	The New Zealand Companies Office
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## Entity's details

<b>Entity's full legal name:</b> As it appears on the register	
<b>Registration number or New Zealand Business Number (NZBN):</b>	

## Applicant's details

To confirm your authority, you should either:

- hold an executive position for this entity (for example, an officer), or
- be an authorised agent (such as an accountant or lawyer).

<b>Your full legal name:</b> As it appears on a form of ID (such as your passport or driver licence)	
<b>Email address:</b>	
<b>Position or role for this entity:</b>	
<b>Signature:</b>	
<b>Date:</b>	