Date 1st September 2024

Dear Sir Madam,

**Letter of Authorisation for Account Handler**

My name is XXXXXXXXX. I am the Director of XXXXXXXXX Ltd. My home address at which I reside is XXXXXXXXXXXXXX.

I wish to notify you that with immediate effect I am appointing the below person as an Authorised Account Handler to manage my / my company’s account with you:  
  
Mr / Ms XXXXXXXXXXXX.

Their business / residential address is XXXXXXXXXXXX.

The stated person is authorised to perform company secretarial duties which include (but are not limited to):

1. Making payments to you on behalf of myself / company for services rendered.
2. Managing, receiving and handling all post on behalf of the company and its directors.
3. Managing and overseeing the incorporation of our company.
4. Managing and overseeing the filing of all statutory and voluntary filings and applications with Companies House and HMRC which are required for our business to operate smoothly.

Yours faithfully

XXXXXXXXXX

Director

XXXXXXXXXXXX Ltd