Business representative letter

* Copy and paste the following text onto a company letterhead.
* Replace all **bold bracketed** areas with the relevant information
* Attach a certified copy of the director/owner/partner’s identity document and have this ready with an original signature.
* One Stop Licensing will call you to arrange collection

NB: Only directors have the authority to appoint new proxies and representatives. A proxy is not authorized to do so.

The text is as follows:

To whom it may concern.

I **(director/owner/partner’s full name and I.D number)**, **(owner/director/partner)** for **(business name and NATIS issued business registration number)** hereby appoint Jason Watkinson **(ID number to be confirmed by One Stop for privacy purposes)** to act as representative for the company.

Signed

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Director/owner/partner’s full name)**

Date: **(present date)**