**[*Name of grant*] - Letter of authority**

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| **Instructions for business**A letter of authority is a legal document that authorises a third party to act on behalf of your business. The person completing the letter of authority must be listed as an associate for your business on the Australian Business Register (ABR). You will need to complete a letter of authority if:1. you would like to nominate someone within your business who is not listed as an associate on the ABR to act on behalf of your business – please see **Template A** below
2. you would like your accountant, tax agent or BAS agent to act on behalf of your business – please see **Template B** below.

Please copy the text from the relevant template below onto your business letterhead and ensure all requested information is provided. Digital signature will be accepted. Incomplete information may result in application processing delays, or Service NSW requesting a new letter be submitted.Applicants must consent to Service NSW conducting an audit of documentation used to support an application to verify information provided. Giving false or misleading information is a serious offence under Part 5A of the *Crimes Act 1900* (NSW). A person convicted of an offence under Part 5A of the *Crimes Act 1900* (NSW) is liable to imprisonment for up to two years and/or a fine of up to $22,000.  |

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| **If you are a qualified accountant, registered tax agent or registered BAS agent applying on behalf of a business**If your client has requested you to apply on their behalf for a grant, scheme or support program administered by Service NSW, please ask them to complete a letter of authority using Template B below, on their company letterhead. Service NSW will ask you to submit this letter during the online application process.  |

**Template A: To authorise someone within your business**

[**IMPORTANT NOTE:** The below template must either be inserted on your business letterhead or sent from your business email address]

To whom it may concern

I, [insert full name] am an Associate for [business name and ACN/ABN] (‘the Business’) listed on the Australian Business Register and have authority to act and speak on behalf of the Business. My position in relation to the Business is [insert position/role].

I confirm that [insert name, position and contact details of authorised person] has authority to speak and act on behalf of the Business for the purposes of [the name of grant].

[name and title]

[insert signature of authorised associate on ABR]

[insert phone number]

[commercial address of business]

**Template B: To authorise your accountant, tax agent or BAS agent**

[**IMPORTANT NOTE:** The below template must either be inserted on your business letterhead or sent from your business email address]

To whom it may concern

I, [insert full name] am an Associate for [business name and ACN/ABN] (‘the Business’) listed on the Australian Business Register and have authority to act and speak on behalf of the Business. My position in relation to the Business is [insert position/role].

I confirm that [insert name and position] of [business name, ABN and contact details of authorised accountant/tax agent/BAS agent], has authority to speak and act on behalf of the Business for the purposes of [the name of grant].

[delete the section below if not relevant]

I confirm that [name of authorised accountant/tax agent/BAS agent] is authorised to receive any funds that may be payable to the Business, if the application is approved, and I authorise Service NSW to deposit such funds into the account nominated by [name of authorised accountant/tax agent/BAS agent].

[name and title]

[insert signature of authorised associate on ABR]

[insert phone number]

[commercial address of business]