

Letter of authorisation for a charitable trust board

To: The Registrar of Incorporated Societies, Companies Office

Your name:

Your email address:

Your phone number:

Date:

I,

(Applicant's full name - this should be a trustee of the trust board or an authorised agent)

(Applicant's position within the trust or role if an authorised agent)

of

(Organisation's name)

I confirm that I am legally authorised to confirm authority in respect of:

Charitable trust board name

Trust board number or NZBN

.....
(Signature of applicant)

Submit your completed letter

To submit your completed and signed letter, log in to your online services account then follow these steps:

1. Search for the charitable trust board by its name, number or New Zealand Business Number (NZBN).
2. Click the 'Confirm your authority' link on the 'View Details' screen.
3. Follow the prompts to upload the letter of authorisation.

Note — It may take up to three business days to process your request.