



Authority To Collect Statements / Vouchers

To : The Manager

_____ Branch Date _____

Dear Sir / Madam

The undersigned have been authorised upon personal identification to:

1. Collect bank statements, bank cheques, cheque books, deposit books, vouchers, letters and drafts relating to the below mentioned account.
2. Make withdrawals on behalf of the company
3. Submit RTGS/ZETTS and internal funds transfer forms.

We will not hold the bank responsible for losses arising from this arrangement and this instruction is to remain in force until you are notified by us in writing to the contrary.

Specimen signatures of authorised persons:-

Mr/Mrs/Ms/Dr _____ will sign _____

Mr/Mrs/Ms/Dr _____ will sign _____

Mr/Mrs/Ms/Dr _____ will sign _____

Mr/Mrs/Ms/Dr _____ will sign _____

Mr/Mrs/Ms/Dr _____ will sign _____

Attached are copies of their national IDs for your records.

Yours faithfully

For and on behalf of _____

Account Number _____

Authorised Signatory

Authorised Signatory