**AUTHORIZATION TO ISSUE OR AMEND BROCHURES, ADVERTISEMENTS, AND WEBSITE**

(For internal circulation on need-to-know basis only)

Poor brochures, adverts, and website can give an unsatisfactory impression of xxxx LLC/Ltd’s capabilities, resources, context, and outlook.  
  
In addition, any statements made can be construed as making an open contractual offer, infringe copyright, data protection, equality legislation, cause offence, etc.; which can be used against xxxx LLC/Ltd’s interest or in litigation.  
  
Therefore: **ALL** brochures, adverts, and website communications and amendments need to be thoughtfully constructed, reviewed, and formally authorized.

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| Description (Attach draft copy of item to this form): |
| Anticipated date of issue: |
| Target audience: |
| Purpose or opportunity: |
| Circulation: |
| Hazards or risks: |
| Cost: |
| Justification, benefit, advantage, or anticipated pay-back: |

|  |  |
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| Proposed by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | **Approved \*\* Not Approved\*\*** Managing Director/CEO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \*\* Delete as required |