**${Company current name}**

${Address - new}

Date: ${effective\_date}

**${Firm Name}**

${Firm Address}

Dear Sir/Madam

**AUTHORIZATION AND APPOINTMENT LETTER FOR COMPANY SECRETARIAL MATTERS**

We wish to appoint ${Firm Name} to handle our Company Secretarial matters.

We hereby authorize ${Firm Name} to perform any filing to ACRA as and when it requested by the Company’s Director.

This authorization is valid from the date of this letter until further written notice issued by our company.

Yours faithfully

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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name: **${director\_signature}**  Designation: Director |