**LOGO OF ORGANIZATION**

Legal Name of Company

Registered Address of Company

We, the Directors of < INSERT NAME OF COMPANY >> (the “Company”), do hereby certify that the persons detailed on this list, whilst holding their current role at the Company, are authorised representatives and signatories for and on behalf of the Company

**Category A**

All Authorisations

**Category B**

Banking, Accounting and financial transaction authorisations

**Category C**

Legal and contract related authorisations

**Category D**

Client pricing and purchase orders

For and behalf of << NAME OF COMPANY>>, company number , << registered number>> with registered office at << registered address>>

Name: << NAME OF DIRECTOR >> Director Name: << NAME OF DIRECTOR >> Director

Position: Position:

**EXAMPLE AUTHORISATIONS- AMEND AS APPROPRIATE**

**<< NAME OF COMPANY>>. Signatory List**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Title | Role | Signatory Category** | **Updated On** | **Signature** |
| **NAME OR PERSON** | **Director**  **Company Secretary**  **CEO**  **Category A- requires a 2nd signature (either CFO or another Director) over £25,000 single expenditure-** |  |  |
| **NAME OR PERSON** | **Director**  **Chairman**  **Category B must be joint with either CFO or another Director** |  |  |
| **NAME OR PERSON** | **Director**  **Category B- requires a 2nd signature over £25,000 single expenditure**  **Category C- requires a 2nd signature over £25,000 single expenditure** |  |  |
| **= NAME OR PERSON** | **CFO/CRO**  **Category B- requires a 2nd signature over £25,000 single expenditure**  **Category D- requires a 2nd signature over £25,000 single expenditure** |  |  |