Date 1st September 2024

To whom it may concern,

My name is XXXXXXXXX. I am the Director of XXXXXXXXX Ltd. My residential address is   
XXXXXXXXXXXXXX.

I am writing to notify you that I am appointing the following person as an Authorised Account Handler to manage my account with you:  
  
Mr / Ms XXXXXXXXXXXX whose business / residential address is XXXXXXXXXXXX.

My Authorised Account Handler is authorised by me to perform all company secretarial duties which include (but are not limited to):

1. Paying you for your services on behalf of myself / my company.
2. Manage / handle / request / collect post on behalf of my company and its directors.
3. Manage the incorporation of our company and all mandatary and voluntary filings (that we request) with HMRC and Companies House.

Yours faithfully

XXXXXXXXXX

Director

XXXXXXXXXXXX Ltd