

Sample Representative Authorization Form for Business Transactions

This **authorization form** serves as a legal document empowering a designated representative to conduct business transactions on behalf of a company. It ensures smooth and authorized handling of agreements, payments, and other business activities. Utilizing this form helps maintain transparency and trust in corporate dealings.

1. Company Details

Company Name:

Company Address:

Registration Number:

2. Representative Information

Full Name of Representative:

Position/Title:

Contact Number/Email:

3. Authorization Scope

The Representative is authorized to:

e.g., negotiate and sign agreements, make payments, receive documents, etc.

Authorization Validity (From/To):

MM/DD/YYYY - MM/DD/YYYY

4. Acknowledgment and Acceptance

By signing below, the Company authorizes the named Representative to perform the indicated business transactions on its behalf, effective within the stated validity period.

Authorized Signature (Company):

Representative's Signature:

Date:

MM/DD/YYYY

Date:

MM/DD/YYYY

This form should be securely filed for both company and representative records.