

Letter of Authority template

In order to create Letter of Authority, please follow the instructions below:

- Letter of Authorities must be written on the clients Company Letterheaded paper



- Address of the bank entity who holds the products



- All Legal Entities must be detailed
- The Audit Report will only include information for those added



- Auditors name must be inserted



- Audit Reports must be signed in accordance with the Mandate Resolution 5 (e) or Board Resolution



Client Letterhead

Bank of Scotland

Audit Team
PO Box 1000
Edinburgh
BX2 1LB

[Insert full legal entity name(s)]

I/We authorise and instruct Bank of Scotland including all branches and subsidiaries, to provide any information requested from time to time by **[insert auditors name]** until this authority is withdrawn by me/us in writing.

Signed **Signed**

Print name Print name

Signed **Signed**

Print name Print name



Requests will be delayed if the Letter of Authority does not match.