

INSTRUCTIONS TO COMPLETE LETTER OF AUTHORITY

LETTER OF AUTHORITY (LOA)

1. If importer is a Company, please add your Company's letterhead. It MUST include the company's name, full address and phone number. If your company does not have a Letterhead, then details can be typed in as a Letterhead otherwise, please provide all required details as requested on the document.
Company name, address, phone number, your title in the company and signature.
- If it is a personal importation. Company letterhead is not required. Please complete all details such as your legal name, address, date of birth, phone number and signature as required on the document.
2. If the importer is a Company or sole trader, please provide your Company's ABN.
If you know the CAC and if your company defers GST please indicate it, otherwise leave the CAC & GST defer fields blank.
3. Please provide the date that Authority is effective from. It is usually today's date that you are giving us the Authority.
4. Please provide your legal name, Signature and title held in the company. If it is a Sole trader or personal importation then your date of birth also is required.
5. Please complete all your personal details (if personal importation) or your company details as required on the document if you have not provided them in the Letterhead.
6. Document must be on 1 page. If more than 1 page then each page must be endorse with signature, printed name date and stamp
7. Also Copy of ID: **100 Points ID:** such as Driver license & passport of the person/authorized person giving the Authority to act