

# Sample Authorisation letter for APIR Coding Services, APIR Code registration, maintenance and archiving

## Important notes

1. Fill in the Participant APIR Code and Participant Name consistent with how they are on our WhiteBook Directory.
2. The Account Owner's full name and email address in this authorisation letter must match the information in user profile that is (will be) used to set up the user on APIR's system.
3. Print the second page of this authorisation letter (excluding this page of notes) **on the letterhead paper of the Participant Organisation.**
4. Get the authorised signatory(ies) to sign the authorisation letter.
5. Attach a scanned copy of the signed authorisation letter to the request.
6. By signing this authorisation letter, the authorised signatories:
  - i. Hereby certify that the information in the authorisation letter is correct and current.
  - ii. Hereby confirm that you are authorised to sign the authorisation letter.
  - iii. Have read and hereby accept the attached Terms & Conditions of APIR Coding Services, Terms & Conditions of Website Use and Privacy Policy.
7. We **DO NOT** require the original copy by post.

**APIR Systems Limited**  
Level 2, 33 Ainslie Place  
Canberra ACT 2601  
Australia

Date: \_\_\_\_\_

**Re: AUTHORISATION TO ACT AS THE ACCOUNT OWNER OF A PARTICIPANT ORGANISATION**

Dear Sir or Madam,

I/We hereby authorise the following person to assume the role of the Account Owner on our behalf, the role which is responsible for the overall (i) registration, maintenance and archiving of participant and product related data, which is not limited to, updating APIR code record details, (ii) maintenance of users with varying roles within the participant's portal (iii) the submission of corresponding declarations of intent in our name, and (iv) taking all necessary measures in this regard.

**Participant details**

Participant APIR Code: .....

Participant Name: .....

**Account Owner details**

Full name: .....

Job title: .....

Email address: .....

Business phone: .....

Signed by the abovementioned participant organisation,

.....  
**Authorised signatory 1**

.....  
**Authorised signatory 2 (if applicable)**

.....  
**First name, last name (PRINT)**

.....  
**First name, last name (PRINT)**

.....  
**Position (PRINT)**

.....  
**Position (PRINT)**