SAMPLE LETTER OF AUTHORISATION

Type the following letter on your company letterhead

To:  <Recipient>
     <Recipient Company>
     <Recipient Address>
     <Recipient email>

DATE

To whom it may concern,

<We / I> the undersigned, hereby authorise <agent name> to act on <our / my> behalf via the Vehicle Import Client Portal System in all matters relating to submitting a vehicle import application. The agent’s details are as follows:

The agent’s name: ____________________________________________

Company details: ____________________________________________

Contact details: ____________________________________________

Signature: __________________________________________________

Attachment A contains proof of the agent’s identity.

The agent is authorised to provide information in relation to obtaining a vehicle import approval on <our / my> behalf, including the signing of all documents relating to a vehicle import application. The Department may seek personal information from the authorised agent in relation to the import application, which may include but is not limited to:

- Visa details.
- Date of move / intention to move to Australia.
- Date of purchase and registration of the vehicle.

The agent will also be privy to information about the import application or approval, such as:

- Conditions of the import approval.
- Information provided to the Department regarding a previous import application.

Any acts carried out by <agent name> on <our / my> behalf shall have the same effect as acts of <our / my> own. <We / I> acknowledge that providing false and misleading information to the Department is a serious offence as set out in Part 7.4 of the Criminal Code with a maximum penalty of imprisonment for up to 12 months.

This authorisation is valid until further written notice from <individual/company name>.

Sincerely,

<Signature>
<Name and Title>
<Contact details>