



## Letter of Authority

This template is provided by Nkadimeng Danny Legal & Compliance Support as a starting point. Review every clause against your facts before signing. For tailored drafting or representation, book a consultation.

DATE [DATE]

TO WHOM IT MAY CONCERN

### Authority to act

I, [PRINCIPAL FULL NAMES] (ID [PRINCIPAL ID]), hereby authorise [AGENT FULL NAMES] (ID [AGENT ID]) to act on my behalf and to do the following on my behalf:

- [ACTION 1 — e.g. collect documents from the Department of Home Affairs]
- [ACTION 2 — e.g. sign for delivery of a parcel]
- [ACTION 3 — as required]

This authority is valid from [START DATE] to [END DATE] and is limited to the actions listed above. I ratify in advance every lawful act done by the agent within this mandate.

\_\_\_\_\_  
Principal

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

\_\_\_\_\_  
Agent (acceptance)

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

\_\_\_\_\_  
Witness

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

### Authorities cited (OSCOLA)

References use the Oxford Standard for the Citation of Legal Authorities (OSCOLA). Verify against the latest consolidated text before signing.

- Common-law principles of mandate and agency.
- Electronic Communications and Transactions Act 25 of 2002 (RSA), s 13 (advanced electronic signatures).