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## AUTHORISED SIGNATORIES

The following staff members are hereby authorised to receive and despatch computer media and archived documents on behalf of \_\_\_\_\_

Records covered by this list are: \_\_\_\_\_

Records excluded from this list are: \_\_\_\_\_

	Staff Members' Name	Contact Email	Contact Phone No.	Signature
1)	_____	_____	_____	_____
2)	_____	_____	_____	_____
3)	_____	_____	_____	_____
4)	_____	_____	_____	_____
5)	_____	_____	_____	_____
6)	_____	_____	_____	_____

Authorised for and on behalf of \_\_\_\_\_ by: \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Position: \_\_\_\_\_

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

This signatory list replaces any existing lists; deleting any previous signatories that are not specified above

Y/N  (specifying 'NO' allows new members to be added but keeps existing signatories)

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

### Office Use Only

Checked By & Date: \_\_\_\_\_

Approved By & Date: \_\_\_\_\_