Letter of authority template

**Guidance**

*This Guidance forms part of the Letter of Authority and must be submitted to the Trade Remedies Authority (TRA).*

**Who should provide this letter?**

This should only be used where a party has engaged a third-party representative, for example a lawyer or consultant, to prepare and submit evidence on its behalf. It is not required for companies submitting evidence directly.

**Why is an authority letter required?**

The TRA requires a letter of authority to provide assurance that representatives providing information on behalf of a party during a trade remedies case have the authority to do so.

**Who should complete this letter?**

It must be completed by someone with legal authority to act on behalf of the party under the laws of the country where it is established or registered, for example, a company director.

**How to submit this letter**

Upload your completed and signed letter on company-headed paper through our digital service platform, which you can find at: <https://www.investigations-trade-remedies.service.gov.uk>.

**What to do if your representative changes?**

You will need to promptly notify the TRA and provide a new authority letter.

|  |  |  |
| --- | --- | --- |
|  |  | [Sender’s Name]  [Position, company]  [First Address Line]  [Second Address Line]  [Town/city Postcode] |
| Trade Remedies Authority  North Gate House  21-23 Valpy Street  Reading  Berkshire  RG1 1AF  DD Month YYYY |  |  |

To: The Trade Remedies Authority,

*Letter of Authority*

I (name), authorise the representative(s) of (Name of representative individual/firm) to represent (organisation name) in the Trade Remedies case (Reference Number).

I understand that after granting this authority, the Trade Remedies Authority (TRA) will contact my representative directly on all matters related to this case. This may include asking for and receiving confidential information.

The TRA will only provide information to the representative, and it will be the responsibility of the representative to pass information on to my organisation. Any information the TRA passes to the representative will be deemed to have been given to (organisation name).

Any information provided to the TRA by the representative will be deemed to have been provided on behalf of, and with the consent of (organisation name).

This authority shall have effect until such a time as I, or another representative of (organisation name), provide notice stating otherwise.

The company to which I am granting this authority is: (firm/individual representative details), and can be contacted though (address, email, phone number etc)

**By sending this document to the Trade Remedies Authority, I confirm that I have the right to grant this authority.**

Best Wishes,

[Author’s Name]

[Position/Title]