Letter of Authorisation

To: Airwallex (Hong Kong) Limited (“**Airwallex**”) / Airwallex (Singapore) Pte. Ltd. (“**Airwallex**”)[[1]](#footnote-2)

This is to confirm that [***insert name of Customer***] (“**Company**”) has authorised the following persons to (i) act on behalf of the Company to submit, on behalf of the Company, to Airwallex all the documents and information related to the Company requested by Airwallex during the customer due diligence and onboarding process (“**Account Opening Process**”) (“**Authorised Person 1**”); and (ii) act on behalf of the Company after the Account Opening Process has been completed (“**Authorised Person 2**”):

|  |  |  |
| --- | --- | --- |
| **Name of Authorised Person** | **Position within/Relationship with the Company** | **Contact details** |
| Authorised Person1: [***Insert name of individual employee at Channel Partner***] | Employee of service provider ([***Insert name of Channel Partner***]) to the Company | Email address: [•]  Phone number: [•] |
| Authorised Person2: [***Insert name of authorised person from Company who will have control over the account once it has been opened***] | [***Insert position of Authorised Person 2*** ***within the Company***] | Email address: [•]  Phone number: [•] |

The Company represents, warrants, acknowledges and agrees that:

1. Authorised Person 1’s scope of authority is strictly limited to submitting documents on behalf of the Company in the Account Opening Process;
2. Upon completion of the Account Opening Process, the Company will ensure that its contact details provided in Airwallex Webapp are updated such that Authorised Person 2 will have full access to the Company’s Airwallex account and the Airwallex services;
3. It shall notify Airwallex in writing promptly of any change(s) to this authority; and
4. This letter shall come into effect from the date of this letter and remain effective unless and until Airwallex has received written notification(s) from the Company of any change(s) to this authority.

The signatory of this letter represents and warrants that he/she has the requisite authority/power to sign this letter for and on behalf of the Company.

|  |  |
| --- | --- |
| **Signed by:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Name:**  ***[Insert name of director]:*** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Position:** | Director |
| **Dated:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. Delete as required. [↑](#footnote-ref-2)