



**Notification details**

**Full name of agency** *use CAPITAL LETTERS*

Official notification is hereby given to HM Revenue & Customs Charities that the person named aside is authorised to make claims for repayment and/or receive repayment, in the name of this agency. This is in respect of the charities or Community Amateur Sports Clubs (CASC) which provide HM Revenue & Customs Charities with official notification that this agency is authorised to act on their behalf.

This authority will remain effective in respect of all relevant charities or CASCs until either the agency gives notification in writing that the person named is no longer empowered to make such claims or the charity or CASC concerned provides written notification of the withdrawal of our agency authority to act on their behalf.

Claims will be processed subject to the signature on the claim form being in accordance with the specimen signature provided aside.

Any concerns about the validity of the signature will result in the relevant documentation being returned to the agency for verification.

A separate form must be completed for each authorised signatory.

**Agency representative named on form ChN2**

**Signature of agency representative**

**Authorised signatory details**

Details of the person authorised to sign claims on behalf of charities or CASCs represented by this agency.

**Full name of authorised signatory** *use CAPITAL LETTERS*

**National Insurance number**

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**Capacity of the signatory within the agency**

**Signature**