

The below is an example of the information required for the 'Authorised Signatory Banking Details Letter'.

This letter requires:

- Actual Signature***
- Company Letterhead***

Please ensure that the bank account details provided in this letter match the banking documentation provided

27 July 2020 ***(Insert Date)***

To Whom It May Concern

Please see below our bank details as requested:

Bank: ***(Insert Bank Name)***
Account Name: ***(Insert Account Name)***
BSB: ***(Insert BSB number)***
Account Number: ***(Insert Account number)***
Remittance Email: ***(Insert Remittance Email details)***

Your Sincerely,

(Please Insert Actual Signature of Authorised Signatory – Signatures that are typed in are not accepted)

(Insert Name of Authorised Signatory)
(Insert Company Position/Title of Authorised Signatory)
(Insert Phone number of Authorised Signatory)
(Insert Email address of Authorised Signatory)