

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 an authority letter is required

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 TRA and provide a new authority letter.

Non-Confidential

NW

COO, Temple Cycles

Bristol

Trade Remedies Authority

21-23 Valpy Street

Reading RG1 1AF

09 March 2023

To: Trade Remedies Authority,

Letter of Authority

I (NW), authorise the representative(s) of (Temple Cycles) to represent (Temple Cycles) in the Trade Remedies case (CE0032).

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

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 TRA passes to the representative will be deemed to have been given to (Temple Cycles).

Non-Confidential

Any information provided to TRA by the representative will be deemed to have been provided on behalf of, and with the consent of [\(Temple Cycles\)](#).

This authority shall have effect until such a time as I, or another representative of [\(Temple Cycles\)](#), provide notice stating otherwise.

The company to which I am granting this authority is: [\(Temple Cycles\)](#), and can be contacted through Bristol Address

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

Regards,

NW

COO