

## Authorisation to release confidential information

[The letterhead of owner of ■■■■■■■■■■]

To: [name]

[address]

**Subject: Authorisation to release confidential information**

Dear Sir,

[illegible]

- [illegible]

### 3.3 [Other]

4. 

5. This authorisation shall remain valid until [date].

From: [name of the disclosing party]

Signature

[Director]

## Acknowledgement

.....

.....

.....

.....

From:

Signature

[Director]

### Explanatory notes:

### Authorisation to release Confidential Information

## General notes:

1. For this letter to be valid, ■■■■■■■■ :
  - Refer to the original agreement;
  - Be dated either as a letter, or ■■■■■■■■ ;
  - Be signed by the person promising confidentiality;
  - Identify the subject matter of the confidentiality ( ■■■■■■■■ ■■■■■■■■ );
  - Be addressed to the person or ■■■■■■■■ ■■■■■■■■ .
2. What form should the letter take? Who ■■■■■■■■ ? ■■■■■■■■ ■■■■■■■■ :
  - 2.1. If you are dealing with someone you have never met, you have to find a way of making sure he is who he says he is. That ■■■■■■■■ ■■ . ■■■■ , ■■■■■■■■ ■■■■■■■■ ■■■■■■■■ , ■■■■■■■■ ■■■■■■■■ , ■■■■■■■■ ■■■■■■■■ .
  - 2.2. If your “other side” is a company, find a senior ■■■■ . ■■■■■■■■ ■■■■■■■■ ■■■■■■■■

### Paragraph specific notes:

Note: numbering refers to paragraph numbers.

- 1 The disclosure of confidential information to the recipient you wish to disclose may vary from case to case basis and therefore it is advisable to identify who do you want to disclose the information to and for what purpose. This will ensure that the information is not released to the wrong person or is used for an unintended purpose.

- 2 It is advisable to decide and define exactly what information you want to release to the other party. Also it is advisable to issue multiple authorisation letters for specific information rather than a general authorisation letter for all kind of confidential information because issuing such general authorisation letter will greatly dilute any security of your confidential information ensured by any confidentiality of non-disclosure agreement that you may executed with the other party.
- 5 It is essential that you put a definite date for validity of authorisation to ensure that it is not misused by the receiving party at a later date, say after the date of termination of your agreement with them or after some breach on part of the other party.

## End of notes