

## Authorisation to release confidential information

[The letter head of owner ]

To: [name]

[address]

**Subject: Authorisation to release confidential information**

Dear Sir,

I refer to [my/our] agreement dated [date] and signed by [signatory] in which you agree to maintain confidentiality. I now authorise you to release certain confidential information ("Disclosed Information") referred to in that document, in the terms set out below.

1. The Disclosed Information is limited to the following  
:

- 1.1. [Financial capacity of the company];
- 1.2. [assets of the company];
- 1.3. [mergers and takeovers];
- 1.4. [Intellectual property etc.];
- 1.5. [other]

[List, .]

2. You may disclose the Disclosed Information to: [list ,  
] ;

3. The Disclosed Information  
:

- 3.1 [discussion  
];
- 3.2 [briefing an employee with respect to work];

3.3 [Other]

4.

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

From: [name of the disclosing party]

Signature

[Director]

### **Acknowledgement**

From: [name of the disclosing party]

Signature

[Director]



- 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