
[Date]

PayPal Australia Pty Limited ABN 93 111 195 389 ("PayPal")

This document must be printed on business/company letterhead and signed on behalf of the Business by an appropriately authorised person. The signatory cannot be the Primary Authorised User unless the Business is a sole directorship and the box below is checked.
Don't have letterhead? Upload an email of the completed template from a company director. The email must have been sent from their corporate email address which includes your business email domain. Emails from generic domains, like @gmail.com or @hotmail.com, will not be accepted.

Dear PayPal,

Appointment of Primary Authorised User

[Legal name of the Business] ("the Business") authorises _____
[Full name of Primary Authorised User]
to act on behalf of the Business as the Primary Authorised User for the PayPal business account

[Email address of the PayPal account]

The Primary Authorised User is designated as the primary contact person and has the authority to discuss and handle all matters related to the abovementioned PayPal account, including the appointment of additional users and the provision of any further documentation or information PayPal requires for the ongoing operation and management of the account.

_____ also indemnifies PayPal in relation to any acts or omissions of
[Legal name of the Business]
the Primary Authorised User name above in relation to the PayPal business account.

Sincerely,

Signature

Name of company director, partner or office bearer

Position of signatory, for example company director, partner or office bearer

☐ I confirm that I am the sole director of the Business.