

CLEARFILE CORRESPONDENCE

FORM OF AUTHORITY / CONSENT

Administrative Correspondence Representative

Generic authority for use with creditors, debt purchasers, collection agents, solicitors, complaint teams and data protection teams

Client / Data Subject	[Full legal name]
Previous / alternative names, if relevant	[Previous name(s), if any]
Client date of birth, if required by recipient	[DD/MM/YYYY or leave blank]
Client current address, if required by recipient	[Address or leave blank]
Authorised representative	Clearfile Correspondence
Authorised email address	clearfile.correspondence@gmail.com
Website	https://www.clearfilecorrespondence.co.uk/

To whom it may concern:

I, the client/data subject named above, authorise Clearfile Correspondence to act as my administrative correspondence representative and communication-management channel in relation to the matter or matters identified below, including any debt, alleged debt, account, complaint, data protection issue, credit-file issue, collection matter, pre-action matter, dispute, settlement discussion, subject access request, information request, or related written correspondence involving me.

I authorise the recipient organisation and any relevant department, including customer service, complaints, recoveries, collections, compliance, legal, data protection, debt sale, vulnerable customer, financial difficulties and subject access teams, to communicate with Clearfile Correspondence and to provide Clearfile Correspondence with information, documents and written responses relating to the relevant matter.

This authority includes permission for Clearfile Correspondence to send and receive correspondence, submit complaints, request documents, receive account information, receive data protection responses, manage document handling, ask for clarification, request holds or restrictions, and maintain written communication records on my behalf.

Limitations of this authority

This authority is limited to administrative correspondence, case administration, document handling, complaint correspondence and communication management only.

Clearfile Correspondence is not authorised by this document to act as a solicitor, regulated legal services provider, FCA-regulated debt adviser, claims management company, financial adviser, insolvency practitioner, litigation representative, credit broker, or court advocate.

Clearfile Correspondence is not authorised to accept liability, admit any debt, agree any repayment plan, settle any matter, waive any right, sign any document, or make any payment arrangement unless I give separate express written instruction for that specific action.

This authority is not an admission of liability, not an acknowledgement of any alleged debt, not a payment offer, not a waiver of limitation, estoppel, data protection, complaint, regulatory, court, or litigation rights, and not an agreement to make payment.

All correspondence should be in writing only unless I separately agree otherwise in writing.

Consent to share information with Clearfile Correspondence

For data protection purposes, I confirm that I consent to the recipient organisation disclosing my personal data, account information, complaint information and correspondence to Clearfile Correspondence for the limited purpose of managing written correspondence and case administration on my behalf.

This consent remains valid until withdrawn by me in writing. If any organisation requires additional security checks before disclosing information, those checks should be requested in writing through Clearfile Correspondence or directly from me.

Optional matter details

Organisation / creditor / collector	[Organisation name]
Account / reference number	[Account or reference number]
Matter description	[Brief description]
Relevant email thread / subject line	[Subject line, if applicable]
Date authority supplied	[DD/MM/YYYY]

Signed authority

Signed by	[Client full name]
Signature	[Signature]
Date	[DD/MM/YYYY]
Contact email / phone, if required	[Email / phone]

Return instruction: Please return the completed and signed form to clearfile.correspondence@gmail.com. Clearfile Correspondence should not contact third-party organisations on the client's behalf until suitable authority/consent has been received.