

**[Company Letterhead]**

**Date:** [Insert Date]

**To:**

[Bank Name]

[Branch Address]

[City/Country]

**Subject: Letter of Mandate for Opening of Offshore Payroll Disbursement Account**

Dear Sir/Madam,

We, [Company Name], a company incorporated under the laws of [Country] with registration number [Registration Number] and registered office at [Address], hereby authorize the opening of an Offshore Payroll Disbursement Account with [Bank Name].

The purpose of this account is strictly for the disbursement of salaries, wages, and related benefits to our offshore employees and contractors located in [Region/Countries].

**1. Authorized Signatories:**

The following individuals are hereby authorized to operate the account, execute transfers, and provide instructions on behalf of the Company:

- [Name 1], [Job Title] - [Specimen Signature]
- [Name 2], [Job Title] - [Specimen Signature]

**2. Signing Mandate:**

The bank is instructed to honor instructions signed by: [e.g., Any one signatory / Any two signatories acting jointly].

**3. Fund Source:**

The account will be funded via [e.g., Wire transfer from our corporate operating account at Bank Name/Branch].

**4. Compliance:**

The Company undertakes to comply with all applicable Anti-Money Laundering (AML) and Counter-Terrorist Financing (CTF) regulations and will provide all necessary documentation for "Know Your Customer" (KYC) procedures as requested by the Bank.

This mandate shall remain in full force and effect until the Bank receives written notice of its revocation or amendment by way of a formal Board Resolution from the Company.

Yours faithfully,

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[Signature]  
[Name of Authorized Director/Officer]  
[Title]  
For and on behalf of [Company Name]

**Attached:**

- Certified Copy of Board Resolution
- Certificate of Incorporation
- Identification documents for Authorized Signatories