

Client Consent & Authority to Act

Fillable PDF - client authorisation

Client full name

Case reference

My instructions

I have asked KIC to support me with

What I authorise KIC to do

Help me understand correspondence/processes

Help draft letters/emails from my instructions

Help complete administrative forms

Contact relevant organisations on my behalf

Receive relevant information about this matter

Attend meetings with me where permitted

Refer me to an appropriate specialist service

Information sharing

Organisations/people KIC may share necessary information with

I understand I can change or withdraw this authority for future actions by telling KIC.

KIC is not acting as my solicitor unless a separate written arrangement explicitly says otherwise.

KIC does not guarantee any outcome and may refer matters requiring regulated/specialist advice.

KIC may share information without my permission where required by law or where an appropriate safeguarding/emergency basis applies.

Client typed name / signature

Date

KIC representative

KIC representative signature

Date