**Template 2 – Transferring specific authorities**

Use this template when sub-delegating a specific Delegated Authority. Please note that you must first check whether sub-delegation is permitted in the relevant Delegations Schedule.

Please ensure all yellow highlighting and square brackets are removed.

[Name],

I sub-delegate to you the Delegated Authority to [describe the specific delegation being sub-delegated].

This sub-delegation [takes effect from [time] [date] or [from the date of this notice]] and is [for an ongoing period] **OR** [takes effect from [time] [date] or [from the date of this notice]] and will automatically expire at [time] [date] unless I notify you of any extension].

This sub-delegation may only be used in accordance with the Delegations of Authority Policy and is subject to the following limits:

* [Insert as appropriate, for example, financial limits or other conditions]

I confirm that I hold the Delegated Authority that I am sub-delegating and that I have the authority to sub-delegate.

Please note that this sub-delegation may be amended or terminated at any time by further written notice to you.

Ngā mihi,

[Name]