[TO BE PRINTED ON COMPANY LETTERHEAD PAPER]

[Date]

[Place]

**Object** : Organisation account ownership recovery request

We hereby certify that [COMPANY LEGAL NAME] is the owner of the Myrmex account named [MYRMEX ORGANISATION ACCOUNT NAME].

The current and only administrator of the account, [FORMER ADMINISTRATOR NAME], with email address [FORMER ADMINISTRATOR EMAIL ADDRESS], is not in charge of this task anymore.

The new administrators for the account are listed below[[1]](#footnote-1)\*:

|  |  |
| --- | --- |
| **Full Name** | **Email address** |
|  |  |
|  |  |
|  |  |

I, [AUTHORIZED AGENT NAME[[2]](#footnote-2)\*\*], certify that I am [AUTHORIZED AGENT TITLE] of [COMPANY NAME], and that I am authorized to sign on behalf of said company by authority of its governing body.

[Company Seal]

[Duly Authorized Officer Signature]

1. \* To avoid this procedure in the future, please provide below details for **minimum 2 individuals**. [↑](#footnote-ref-1)
2. \*\* An authorized agent or authorized company representative is a person who is a principal executive officer or other corporate officer with signatory powers as per the company's by-laws or per a vote of the directors if the company is a corporation; a general partner or proprietor if the company is a partnership or sole proprietorship respectively; or a duly authorized representative. [↑](#footnote-ref-2)