

# Who can sign a Letter of Authority?



**For Group Income Protection Policies  
and  
Group Critical Illness Policies**



Listed below are details of whom we can accept signatures or instruction concerning different aspects of the administration of the policies.

## For Group Income Protection & Group Critical Illness:

- **Release of Information, Documentation, Change of Adviser, Changes to policy cover & Claims Forms -**  
we can accept signatures/advice from the following people:
  - Company Director or Secretary
  - For LLPs, Designated Member/Partner
  - HR Managers
  - Benefits and Reward Managers
  - HR Advisers
  - Senior Supply Chain Manager
  - Finance Manager
  - Head of Reward
  - People listed on a Policy Authorisation Form
  - Product Manager
  - Financial Controller
  - Compensation and Benefits Manager
  - Reward Manager
  - Payroll Manager
  - Legal Professional
  - Those in similar functions and of similar variation at the principal employer
- Forms must be completed and signed or instruction received from an individual authorised to act for and on behalf of the policyholder. If we do not feel someone of suitable authority has signed, we may seek further evidence of the authority held.

For more information, please contact your Account Manager  
or call us on **0800 145 5684**  
or email **[groupprotectionsalesupport@aviva.com](mailto:groupprotectionsalesupport@aviva.com)**.