

If the recipient requires a notarised power of attorney, this letter does not replace it. In Saudi Arabia a wakala puts the agent in the principal's place, and the law does not name a separate contract called tafweed. [1] In Oman a permission or an order is treated as agency when the context shows it. [2] In the UAE an agency may be general, special, conditional or deferred, under Federal Decree-Law No. 25 of 2025, in force on 1 June 2026. [3] Banks, telecoms and ministries often require their own form. Do not copy third-party forms.

🔗 **Civil Transactions Law:** <https://laws.boe.gov.sa/BoeLaws/Laws/LawDetails/655fdb42-8c96-422b-b8c4-b04f0095c94c/1>

🔗 **UAE Civil Transactions Law:** <https://uaelegislation.gov.ae/en/legislations/4011>

🔗 **Issue a power of attorney:** <https://www.moj.gov.sa/ar/eServices/pages/3472d517-7cb4-4cd5-a6bc-2abc9751eea3.aspx>

Authorization letter

A letter authorizing a person to represent a company, a letter from one person to another, or a letter to collect or receive money or a document, in the GCC. Replace every [phrase in brackets] and delete the form that does not apply. This letter is not a power of attorney issued on Najiz and not an instrument notarised before a notary. This is a starting point. Have it reviewed by a lawyer licensed in the relevant jurisdiction before you use it.

Clause 1. Authorizing party

I, [name], [commercial registration no. ● / ID no. ●], of [address] (the "Authorizing Party").
Capacity: [authorised signatory / manager / in person].

Clause 2. Authorized person

I authorize [name], ID no. [●], nationality [●], mobile [●] (the "Authorized Person") to do what follows, within the written duration and scope, and not beyond them.

Clause 3. Company to person: representing the company

Delete this clause if the Authorizing Party is not a company. The company authorizes the Authorized Person to represent it before [the government body / the bank / the court registry]: [name of the body], in the matter of [●] only. That includes lodging documents, receiving notices and signing [●]. It does not include a waiver, an acknowledgement of a right, a settlement or arbitration unless this clause says so in terms: [delete if not wanted].

Clause 4. Person to person

Delete this clause if the Authorizing Party is a company. I authorize the Authorized Person, in my personal capacity, to [the named act] before [the body], and not beyond [●].

Clause 5. Collection or receipt

Delete this clause if the purpose is not collection. I authorize the Authorized Person to receive [the sum / the cheque / the document / the goods], being [●], from [the delivering party], and to sign the receipt. The Authorized Person may not pay the sum into an account other than [●] if an account is named.

Clause 6. Duration and revocation

- (1) This authorization starts on [date] and ends on [date], unless revoked earlier.
- (2) Revocation is by a writing to the Authorized Person and to the body, and takes effect when the body is notified, not on the date of the writing alone.
- (3) Expiry or revocation does not undo an act done within scope before the body was notified.

Clause 7. Signature and stamp

Authorizing Party: name [●] · capacity [●] · signature [●] · date [●] · stamp [if any]

Acknowledged by the Authorized Person: name [●] · signature [●] · date [●]

Notes on Saudi Arabia

The law does not name a contract called tafweed. If the letter is characterised as agency, the following rules are the reference, and the power issued on Najiz is the one the bodies that require it will accept. [1][4]

Point	Text
What a wakala is	A wakala puts the agent in the principal's place (Article 480). [1]
General words	An agency in general terms that does not specify the type of act is not valid (Article 482). [1]
Special agency	A special agency is valid for a defined type of act (Article 483). [1]
Beyond administration	Any act beyond administration needs a special agency (Article 484). [1]
Later ratification	Later ratification counts as a prior agency (Article 485). [1]

Notes on Oman

The clearest statutory hook on this page for an authorization is that a permission or an order is treated as agency when the context shows it. [2]

Point	Text
Permission and order	A permission or an order is treated as agency when the context shows it (Article 679 of the Civil Transactions Law, Royal Decree 29/2013). [2]

Notes on the United Arab Emirates

The civil transactions law in force is Federal Decree-Law No. 25 of 2025, in force on 1 June 2026. [3]

Point	Text
Kinds of agency	An agency may be general, special, conditional or deferred (Article 869). [3]

Bahrain, Qatar and Kuwait

- Bahrain: under review. The agency and authorization texts were not confirmed this round, so no article number is stated.
- Qatar: under review. No article number on this page.
- Kuwait: under review. No article number on this page.

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Sources

- [1] Bureau of Experts, Civil Transactions Law (Royal Decree No. M/191 of 29/11/1444H) <https://laws.boe.gov.sa/BoeLaws/Laws/LawDetails/655fdb42-8c96-422b-b8c4-b04f0095c94c/1>
- [2] Civil Transactions Law, Oman Royal Decree 29/2013 (text read on qanoon.om, a non-government mirror; the official listing is on mjla.gov.om) <https://qanoon.om/p/2013/rd2013029/>
- [3] UAE Legislation, Federal Decree-Law No. 25 of 2025 (Civil Transactions Law) <https://uaelegislation.gov.ae/en/legislations/4011>
- [4] Saudi Ministry of Justice, e-service “Issue a power of attorney” (إصدار وكالة) on Najiz <https://www.moj.gov.sa/ar/eServices/pages/3472d517-7cb4-4cd5-a6bc-2abc9751eea3.aspx>
- [5] Najiz, Ministry of Justice electronic-services portal <https://najiz.sa/applications/landing>