**SAMPLE LETTER OF CREDENTIALS**

**Official Letterhead of the Head of State, Head of Government or**

**Minister of Foreign Affairs**

The Executive Secretary,

UNEP/AEWA Secretariat,

Bonn, Germany

In the name of the Government of [*name of country*], the undersigned [*name of Head of State, Head of Government* *or* *Minister of Foreign Affairs*], do hereby appoint:

Representative:

[*Full Name of Representative*], [*Title*], [*Organisation*]

Alternate representative {where applicable}:

[*Full Name of Alternate Representative*], [*Title*], [*Organisation*]

to represent the Government of [*name of country*] in the [*Meeting title, date, venue*]

The said Representative {and Alternate Representative(s)} are fully authorised to take part in the meeting, to transact all such matters as may pertain to its work, to vote with the other representatives in accordance with the agreed procedures, and to adopt amendments to the Annexes to the Agreement and resolutions and recommendations on substantive topics, including financial matters.

In witness whereof, I, [*name of Minister*], have signed this Letter of Credentials and affixed hereto my official seal.

Done in [*City*], Date

 *Signature*

 *Official Seal*