

### 8.3 Annexure C - Sample formats for Board Resolution & Authorization Letter

#### BOARD RESOLUTION

(To be printed on Corporate Entity's Letter head)

CERTIFIED TRUE COPY OF RESOLUTION PASSED AT THE MEETING OF THE  
BOARD OF DIRECTORS/ DESIGNATED PARTNERS OF \_\_\_\_\_  
<Corporate Entity Name> HELD ON \_\_\_\_\_ <Date>  
AT \_\_\_\_\_ <Address>

**RESOLVED THAT** the \_\_\_\_\_ <Name of the Corporate Entity> has  
decided that Mr./Ms. \_\_\_\_\_ <Name of the First Authorized Individual>,  
**having PAN \_\_\_\_\_, Designation: \_\_\_\_\_** is hereby authorized to sign  
and submit all necessary papers, letters, forms, for ICEGATE registration and  
undertaking import/export work through ICEGATE.

**RESOLVED FURTHER THAT** Mr./Ms. \_\_\_\_\_ <Name of the Second/Alternate  
Authorized Individual> having **PAN \_\_\_\_\_, Designation \_\_\_\_\_** is also  
hereby authorized to sign all documents on behalf of the organization or in the absence  
of Mr./Ms. \_\_\_\_\_ <Name of the First Authorized Individual>.

For <Name of the Corporate Entity>

Signature			
Name	Mr. XYZ	Mr. ABC	Ms. PQR
Designation	Director/Designated Partner	Director/ Designated Partner	Director/ Designated Partner

<Corporate Entity Stamp>

## AUTHORISATION LETTER

(To be printed on Organizational Letter Head)

This is to certify that Mr./Ms. \_\_\_\_\_ <Name of the Authorized Individual>,  
S/o/W/o \_\_\_\_\_ (D.O.B) \_\_\_\_\_ having PAN No. \_\_\_\_\_ whose  
signature is appended below, is hereby authorized to sign all documents submitted to apply  
for registration with ICEGATE portal of Indian Customs and to operate all activities regarding  
Import and export through ICEGATE on behalf of our Organization <Organization Name and  
Address> :

<Signature of Authorized Signatory to whom authorization is given>

<Name of the Authorized Signatory> (PAN NO.: \_\_\_\_\_ )

<Only in case of Company/LLP>

[2. It is also informed that duly certified copy of the Board Resolution dated \_\_\_\_\_  
authorizing Mr./Ms. \_\_\_\_\_ <Name of the Authorized Individual> is also enclosed  
with this Letter.]

For <Organization name>

<Signature and name of Company Secretary or majority of Directors/Designated  
Partners in case of Corporate Entity and Signature and name(s) of the Proprietor or  
all Partners in case of Firm>

<Organization seal/stamp to be affixed>

Date:

Place: