

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: