**Global Authentication & Verification**

 **STATEMENT OF POLICY**

**RE: Letter of Authorization [LoA]**

Note: In cases where the applicant is the owner, there is no need for LoA.

For those who are required to submit a Letter of Authorization (LoA), please observe the following ACP guidelines:

• The letter must be printed with the company’s letter head

• The letter must contain the following information:

o Applicant’s Full Name

o Legally registered Subject Business Entity Name

o Complete name of the Owner/Chairman

o Signature of the Owner/Chairman

o Company’s official stamp/chop (optional)

Sample format of LoA:

**TO: ACP LTD**

Date: …….

**LETTER OF AUTHORIZATION** (“LoA”)

Dear Sirs:

This document, hereby provides authorization for *(applicant’s full name)*, an employee of *(company name)*, to register our company in *(Name of B2B portal website)* and to act on behalf of our company.

We request you to proceed in processing this application accordingly.

Thank you for your cooperation.

Yours sincerely,

*SIGNATURE*

Name of Chairman / Owner / Authorized Signatory

Position / Job Title