Dear Sir/Mdm,

**APPOINTMENT LETTER**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby appoints \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Exporter Company Name] [Appointee Company Name]

to issue the Letter of Authorisation for the collection of the Certificates of Origin applied by our company on our behalf.

This appointment letter shall be valid for 1 year[[1]](#footnote-1) from the below date, unless otherwise notified.

Yours sincerely,

*<Signature of the Authorised Personnel (Exporter)>*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Authorised Personnel:

Designation:

Date:

Company Stamp:

1. The exporter may adjust the validity period according to their internal protocol. [↑](#footnote-ref-1)