

**Format of the Authority letter**

**LETTER OF AUTHORIZATION  
(ON THE ENTITY'S LETTER HEAD)**

The Chief General Manager-in-Charge  
Foreign Exchange Department  
Reserve Bank of India  
# Regional Office  
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**Date**

Dear Sir,

**Sub: Letter of Authorization for filing in FIRMS application**

We hereby authorize Shri. \_\_\_\_\_ / Smt. \_\_\_\_\_ / Ms. \_\_\_\_\_

(*Name and Designation*) holding Permanent Account Number (PAN) \_\_\_\_\_ (*copy to be attached*) to register as Business user for submission of returns in Foreign Investment Reporting and Management System (FIRMS) on behalf of our company/ LLP named \_\_\_\_\_, having registered office at \_\_\_\_\_ and PAN \_\_\_\_\_.

#The CIN/ LLPIN is \_\_\_\_\_/Company/LLP is not required to obtain CIN/LLPIN

2. We also authorize Shri. \_\_\_\_\_ / Smt. \_\_\_\_\_ / Ms. \_\_\_\_\_ (*Name of Authorized Representative*) to make declarations and to submit documents, wherever required, on our behalf. These declarations and submissions are made towards the requirement of the Foreign Exchange Management Act, 1999 and any other applicable laws that may be in force.

3. We further confirm that we are liable for and bound by all acts of commission and omission by the authorized representative. All acts committed by the above authorized representatives shall be treated as if these acts were committed by the company/ LLP.

The Specimen signature of Shri. / Smt./ Ms. \_\_\_\_\_ (Authorized representative) is attested below:

\_\_\_\_\_ (Specimen Signature of authorized representative)

Associated bank account of the entity/individual with the AD bank  
\_\_\_\_\_ and name of the authorized signatory for  
this account is \_\_\_\_\_.

Yours faithfully

Signature of Managing Director / Director / Secretary of the Company / Designated  
Partner (in case of LLP)

Name:

Designation:

Date:

DIN / Registration Number of Secretary / DPIN of Partners:

Seal of the signing authority:

# *Strike out whichever is not applicable*

^ *Indicate the location of RBI Regional Office*