***COMPANY LETTER HEAD***

Letter No. Place and date

To:

**PSC of CIVD Member**

Subject : Appointment / Change (\*) of CIVD Account Authorized Person

With Respect,

I, the undersigned:

Name :

Identification :

Position :

Company Name :

Tax Registration :

Herewith state that CIVD account of … (fill in the company name) will be managed by the authorized person appointed as detailed below:

1. As administrator:

Name :

Email :

Position :

Telp number :

1. For procurement process:

Name :

Email :

Position :

Telp number :

Thus, this statement I made in truth.

Thank you very much for your attention and cooperation.

Regards,

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

(Name)

(Board of directors)

Note:

(\*) Choose one and delete the other