**(To be typed on Company letter head)**

Date ………………………

To

The Manager

Commercial Bank of Dubai

……………………... Branch

Dear Sirs,

**Subject: Authorization Letter for Collection of Documents / Submission of Funds Transfer Forms**

Ref: Account number …………………….………… in name of ………………………………………….…………………………

I/We hereby give list of authorized signatories/representatives, whose specimen signature is appended below, to collect bank **Statements /** **Cheque books / Returned cheques / Post Dated Cheques / Manager cheques / Demand drafts / Trade Documents (Letters of Credit / Export/Import Documents /Guarantee) / Others (pls. specify) ………………………………….…………** pertaining to our above account *(please strike out what is not required),* either from Bank branch counter or through courier.

Below authorized signatories / representatives are also authorized to hand over to the Bank our Funds Transfer Forms including but not limited to 3rd party transfers (local / foreign) and account to account transfers within CBD.

This authority is valid from the date of issuance of this letter unless revoked / cancelled by us in writing and supersedes other earlier such authority given either in writing or through account opening forms.

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Mobile Number | Emirates ID Number | Specimen signature |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*Note: Documents will only be delivered / accepted against a valid Emirates ID.*

I/We hereby acknowledge and represent that the Bank and its directors and officers shall not be liable in any manner whatsoever for any action taken pursuant to this instruction and authorization letter, and I/we hereby agree and undertake to fully protect, defend, hold harmless and keep the Bank and its directors and officers fully indemnified from and against any and all claims, obligations, liabilities, lawsuits, actions, costs, expenses and disbursements of any kind or nature whatsoever and howsoever arising, whether directly or indirectly, in consequence of or as a result of these instructions / authorizations.

Yours Sincerely,

Name …………………………………………

Signature …………………………………………

Seal …………………………………………