

TEMPLATE

AUTHORIZATION LETTER (to be printed on Company's Letterhead)

(Month DD YYYY)

SEC. BENJAMIN E. DIOKNO
Secretary
DEPARTMENT OF FINANCE
Podium Level, DOF Building
BSP Complex, Roxas Boulevard
Manila

Attention: Director IV, Revenue Office

Subject: Authorization Letter to Apply for Tax and Duty Exemption on Importation of
(Description of Good/s) covered by AWB/BL No. _____

Dear **Sir/Madam**:

Please be informed that I, (name of consignee/responsible officer of the consignee), hereby authorize Mr./Ms. (name of authorized representative), whose signature appears below, to act on my behalf regarding the application for tax exemption on importation of good/s under (legal basis).

Mr./Ms. (name of authorized representative) is also authorized to perform the necessary actions in connection with the aforementioned authority such as but not limited to the filling up of forms, withdrawal of application, and the delivery of brochures and other related documents as may be required by the Department of Finance.

Attached are copies of our government-issued IDs and company IDs for your reference.

Thank you.

Very truly yours,

(Signature over printed Name of Consignee/Applicant)
(Position)

Authorized Representative:

(Name of Authorized Representative)
(Position)