

Company Letterhead

Letter of Authorization

No: -----if any)

Date: -----

Subject: Authorization Letter

Dear Sir,

For your kind information, the following employee of our company is hereby authorized to access and use the One Stop Service (OSS) system of Bangladesh Investment Development Authority (BIDA) (for submitting, correction and resubmitting applications) on behalf of..... (The Name of the Company).....

a. Name of the user:

b. Designation with the company:

c. Email:

d. Cell Number:

e. Signature of User:

Sincerely Yours

Chairman/Managing Director/Director/CEO/Proprietor/Country Manager

Address.....

Phone/Mobile Number:

Email: