(Insert Your Company Letterhead)

Ref: Registration of PEPPOL Identity and Transmission/routing of E-Invoices

To: DataPost Pte Ltd

Dear Sir/Madam

**LETTER OF AUTHORISATION**

This is to inform you that DataPost Pte. Ltd. is authorized to register for a PEPPOL Identity and undertake transmission/routing of E-Invoices for and on behalf of

Business Name:

UEN:

The nominated Finance contact persons are:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Designation** | **Contact Number** | **Email** |
|  |  |  |  |

If you require any clarification, please contact me at

Contact Number:

Email:

Address:

Yours sincerely

Officer-in-charge

Name:

Designation: