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To,
The Registrar
Office of the Registrar of Joint Stock Companies & Firms
TCB Bhaban (6th Floor), 1 Kawran Bazar,
Dhaka- 1215.

Subject : Appointing as the Authorized person to deal with
all kind of correspondences with Office of the Registrar of Joint Stock
Companies & Firms.

Dear Sir,

The Person with the following details has been officially appointed as representative
(Authorized Admin) to deal with all kind of correspondences regarding
applications/services request with through Office of the Registrar of Joint Stock
Companies & Firms.

a. Name	:
b. Designation	:
c. Address	:
d. Phone No.	:
e. Email	:
f. NID	:
g. Signature	:.....

Yours Sincerely,

(.....)
Managing Director
Mobile No. +