

**AUTHORISATION LETTER**

(To be furnished on the Letter Head of the Government Department to NeSL duly executed by the Competent Authority and Specimen)

Shri / Smt. \_\_\_\_\_, Employee ID No. \_\_\_\_\_, Designation \_\_\_\_\_ presently working as \_\_\_\_\_ at \_\_\_\_\_ Office of \_\_\_\_\_ (Name of the Government Department/Entity), is authorized to be a "User" on the Information Utility Platform of M/s National E-Governance Services Ltd.

This document confers upon him/her the authority to represent the \_\_\_\_\_ (Name of the Government Department/Entity) and to utilize the Information Utility Services of National E Governance Services Ltd under Insolvency & Bankruptcy Code, 2016.

The above nominated person is authorized to do the following activities on behalf of the Government Department/Entity:

- \*Online Registration as User (if not initiated before) / updation of details
- \*User management - Application for creation / updation/ deletion of user / sub-users
- To affix Digital signature - Information Submission / Updation / Correction / Verification
- Authentication of data on NeSL Portal

*Note: activities marked with \*are mandatory activities*

This authority shall be in force until the same is modified or withdrawn in writing, communicated & acknowledged by National E Governance Services Ltd, within reasonable time.

***The undersigned has been authorised by our Govt. Department/Entity to issue this letter of authority in favour of other officials of the Department/Entity.***

For and on behalf of \_\_\_\_\_ Govt. Dept./Entity

SIGNATURE OF THE COMPETENT AUTHORITY/ AUTHORIZED  
SIGNATORY

Specimen Signature of the Authorized Employee:

Attested

Authorized Signatory of the Govt. Department/Entity