

Pooja Nair

Flat 11, Palm Grove Apartments, Kakkanad, Kochi, Kerala 682030

98470 12345, pooja.nair@example.com

Date: 14 October 2026 Place: Kochi

LETTER OF AUTHORITY

To,

The Proper Officer, Goods and Services Tax Department

Subject: Authorisation of signatory

Dear Sir / Madam,

We, Coastline Logistics Private Limited, hereby authorise Mr. Joseph Mathew, Senior Executive (Accounts) to act on behalf of the company for the following:

To sign and file returns and replies on the GST portal for the company

To appear before the GST officer for verification

To receive notices and orders on behalf of the company

This authority is given under Board resolution dated 1 October 2026 and shall remain valid until revoked in writing. The signature of the authorised person is attested below.

Signature of authorised person: _____

For Coastline Logistics Private Limited

Pooja Nair, Director

FORMALITIES (complete only where required)

Stamp paper / e-stamp, if the receiving office or State law requires: Rs. _____

Certificate No. _____

Notarised / attested on _____ by _____ Registration No. of notary

Registration, if required: Sub-Registrar office _____ Document No. _____