

Template for the Authorization Letter

[COMPANY LETTERHEAD]

(DATE)

The Director General
Food and Drug Administration
Civic Drive, Filinvest City
Alabang, Muntinlupa City

Dear Director General:

In accordance with Republic Act No. 9711 and other related issuances, we
_____ (Company Name) with business address at
_____ hereby
authorize _____ (Name of Company Representative) as the account
holder of eLTO and shall be responsible for all applications submitted through the e-LTO
system.

I hereby undertake and warrant that the data and information submitted in connection with this
application as well as other submissions in the future including variations are true, correct, and
reflect the total information available.

(Owner/President/CEO/Authorized Officer)

Subscribed and sworn to me this ____ day of _____ at _____.

Notary Public

Doc No _____
Page No _____
Book No _____