

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. \_\_\_\_\_  
Series of \_\_\_\_\_