

Authorization Certificate

To,

Date:

Fleet marketing Officer
Indian Oil Corporation Limited

Subject: Authorization for Mr/Mrs _____ for Communication, KYC & Transactions for IOCL Xtrapower Fleet Card

Dear Sir/Madam,

I/We, **(Name of Corporation)**, having GST No. **(GST Certificate of Corporation)** and PAN No. **(PAN of Corporation)** hereby authorize Shri/Smt. _____ (Aadhaar No.: _____, PAN: _____) to act on behalf of our firm for all matters related to **Xtrapower fleet cards** including but not limited to:

1. KYC formalities – Submission, verification, and updating of required documents.
2. Communications – Receiving and responding to all correspondences related to the said service.
3. Transactions – Managing and carrying out all transactions including recharge, payments, and dispute resolution.

The authorized person is fully empowered to submit, receive, sign, and process all necessary documents and communications. Any verification or correspondence related to the above may kindly be addressed to him/her.

We request you to kindly process our request at the earliest. A self-attested copy of Aadhaar Card and PAN Card of the authorized person is enclosed herewith for your reference. For any further clarifications, you may contact us.

Thank You.

(Signature with stamp)

Name: _____

Enclosures: Adhar Card and Pan Card of person authorized for Xtra Power