

To,
XTRA POWER,
Indian Oil Corporation Limited.

Dated

Subject: Authorization for _____ for Communication, KYC & Transactions for IOCL XtraPower Fleet Card

Dear Sir/Madam,

I/We, _____, having GST No. _____ and PAN Number _____, hereby authorize Shri _____ (Aadhaar No.: _____, PAN: _____) to act on behalf of our firm for all matters related to the IOCL XtraPower Fleet Card, including:

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

Shri _____ 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.

We request you to kindly process our request at the earliest. A self-attested copy of Shri _____ Aadhaar Card and PAN Card is enclosed herewith for your reference.

For any further clarifications, you may contact us. Thank You.

Enclosures:

1. Copy of Aadhaar Card – (Authorized person)
2. Copy of PAN Card – (of Firm and Authorized person)

Signature: _____
Authorized Signatory