

## Letter of Request to Add / Cancel Authorized Signatories for Purchases

### Request for Addition – Authorized Purchasers

Name of Authorized Signatory (Printed)	Sample Signature for Purchases	Effective Date (DD/MM/YYYY)
1.		
2.		
3.		
4.		
5.		
6.		
7.		

### Request for Cancellation – Authorized Purchasers

Name of Authorized Signatory (Printed)	Sample Signature for Purchases	Effective Date (DD/MM/YYYY)
1.		
2.		
3.		
4.		
5.		
6.		
7.		

I, ..... as ..... (Title/Position), with the authority to bind, and having a credit limit for purchasing products from NANAPAN Industrial Supplies Co., Ltd., wish to request the addition or cancellation of authorized signatories for purchasing as per the sample signatures above. I have attached additional documents as evidence to support this request, as follows:

1. Copy of the identification card and house registration of the authorized purchaser being added.
2. Copy of the identification card and house registration of the person requesting the credit limit (in cases of granting power of attorney for both the grantor and the grantee).
3. Certificate of Incorporation (issued by the Department of Business Development, valid for no more than 3 months).
4. Power of Attorney (only if applicable).

Stamp (if any)

Signature ..... Requester of Credit Limit Increase  
(.....)

Authorized Signatory Binding

