_____ [Please Input Today's Date]

TO:

Deeds & Commercial Registries Authority

Charlotte Street & Ave. of the Republic,

Georgetown.

Guyana Revenue Authority

200-201 Camp Street, Georgetown.

National Insurance Scheme

Winter Place, Georgetown.

Letter of Authorization

I, _____ [Please Input Your Full Legal Name], verified through Identification Number - _____ [Please Input Your Nat. ID/ Passport No.], appoint **The Business Loft, Lot 43 Croal Street, Stabroek, Georgetown, Guyana**, acting through their representatives, as my agent for the limited purposes below.

1. DCRA - To apply for registration of the business name stated in the attached Registration Form, submit the forms, pay the official fees, answer queries, and collect the registration certificate.

2. GRA - To apply for a Guyana Revenue Authority Compliance Certificate in the name of the stated business, to answer queries, and to uplift the subsequent certificate.

3. NIS - To apply for a National Insurance Scheme Compliance Certificate in the name of the stated business, to answer queries, and to uplift the subsequent certificate.

4. Documents and information. To receive letters, certificates, numbers and status updates from each office about these applications, and to give each office the documents I have supplied, including a copy of my ID.

This authority does not allow The Business Loft **to** sell, transfer or change ownership of the business; open or operate any bank account; sign any contract for me; receive refunds or money

from any office; file tax returns, pay tax or NIS contributions; or act on any matter other than the registrations above. Those require a separate written authority from me.

Declaration and signature

1. Everything I have written in this letter and in the documents I attach is true and complete. I understand that false information may lead to refusal or cancellation of a registration, and I accept responsibility for it.
2. I agree that the DCRA, GRA and NIS may deal with The Business Loft's representatives and may give them information about these applications. The Business Loft may keep and use my details only for these applications and as its Terms of Service allow.
3. This authority starts on the date of this letter and ends when all three registrations have been issued or refused, or after 90 days, whichever comes first. I may cancel it earlier by written notice to The Business Loft and to each office. Cancelling it does not undo anything already filed.
4. I understand that The Business Loft submits the applications on my behalf. The decision on each application belongs to the office that receives it, and The Business Loft is not responsible for the outcome.

Sincerely,

…… **[Please Sign on the Dotted Line]**

_____ **[Please Input Your Full Legal Name]**

_____ **[Please Input Today's Date]**