

# On Company's Letter head

Ref No.

Date

The Chief Engineer (M.M.Cell)

MSEDCL

Prakashgad,Bandra(East)

Mumbai-400 051

**Sub:** Change in [Digital Signature Holder Details](https://cpa1.mahadiscom.in) in Vendor Registration of e-tender procurement website: <https://cpa1.mahadiscom.in>.

**Ref:** Vendor Name: \_\_\_\_\_ & e-tender vendor code: \_\_\_\_\_

Dear Sir,

It is to inform you that, we have appointed our new Authorized Person to hold the Digital Signature in Vendor Registration of e-tender procurement website <https://cpa1.mahadiscom.in> . The Old & New Details of the Person holding Digital Signature is as given below:

	Old Details of the Person holding Digital Signature			New Details of the Person holding Digital Signature		
	First Name	Middle Name	Last Name	First Name	Middle Name	Last Name
Full Name <b>(Exactly as in Digital Signature certificate in DSC Token)</b>						
Designation						
Email Address						

We are enclosing herewith the following documents for your reference:

- 1) Letter of Authority in the name of new Authorized person to hold the Digital Signature in Vendor Registration of e-tender procurement website <https://cpa1.mahadiscom.in>
- 2) Power of Attorney in the name of new Authorized person to hold the Digital Signature in Vendor Registration of e-tender procurement website <https://cpa1.mahadiscom.in>

Accordingly ,we request you to kindly take note of the above change in the name of the Authorized Person holding the Digital Signature and incorporate the same in the our Vendor Registration of e-tender procurement website <https://cpa1.mahadiscom.in>

Encl: As Above.

Yours faithfully,

For xyz co.

Designation

Factory Address:- - - - -

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The Chief Engineer (M.M.Cell)

MSEDCL

Prakashgad,Bandra(East)

Mumbai-400 051.

## Letter of Authority

Sub: Change in Name of Person Holding Digital Signature in Vendor Registration of e-tender procurement website <https://cpa1.mahadiscom.in>.

Ref: Vendor Name: \_\_\_\_\_ & e-tender vendor code: \_\_\_\_\_

Dear sir,

I the Managing Director of xyz co. hereby authorized Mr/Mrs. \_\_\_\_\_ working as \_\_\_\_\_ (Designation) to hold the Digital Signature for participating in e-tendering system through our Vendor Registration of e-tender procurement website <https://cpa1.mahadiscom.in>

Kindly take note of the above change in the name of the Authorized Person holding the Digital Signature and incorporate the same in [Digital Signature Holder Details](#) of our Vendor Registration in e-tender procurement website <https://cpa1.mahadiscom.in>

Thanking You,

Yours faithfully,

For xyz co.

Designation

Factory Address:- - - - -

On Rs. 200 valid INDIA NON JUDICIAL Stamp paper

Power of Attorney

I Mr./Mrs. \_\_\_\_ (FullName) son/daughter of Mr. \_\_\_\_ (FullName)\_\_\_\_, Managing Director of M/s \_\_\_\_ (Name of Company)\_\_\_\_, \_\_\_\_ (Complete Address)\_\_\_\_, do hereby authorized Mr./Mrs. \_\_\_\_\_, Designation \_\_\_\_\_, son/daughter of Mr. \_\_\_\_\_ residing at \_\_\_\_ (Complete Address)\_\_\_\_ as company's true and lawful attorneys for the company and on behalf of the company's on this \_\_\_\_ (Date / Month / Year)\_\_\_\_ and Authorized and approve Company's Attorneys as under :

To purchase tender documents, fill-up tenders, sign all documents, submit / attend the opening of tender, collect payments or any other papers related from MSEDCL, Mumbai on behalf of the company.

Signature of Power of Attorney Holder

Witness:

1)

For xyz Co. Ltd.

Managing Director.