

< LETTER HEAD OF MANUFACTURER OF THE BRAND >

No: STC/PRO/SupplierRegistration2025

Date: ../.../2025

Chairman ,  
Sri Lanka State Trading ( General) Corporation Limited,  
100, Nawam Mawatha,  
Colombo 02

## **Manufacturer's Authorization Letter**

WHEREAS

We *[Name of Manufacturer]*, who are official manufacturers, brand owners of *[insert Brand Name of goods manufactured]*, having factories at *[insert full address of Manufacturer's factories]*, do hereby authorize *[insert complete name of Applicant Company]* to submit bids for the purpose of which is to provide following Goods, manufactured by us *[insert Brand Names and category of the Goods]*, and to subsequently negotiate and sign the Contract.

We would like to inform that *[insert complete name of Applicant Company]* is *[1.Manufacturer][2. Sole agent]3. Distributor]* for above goods manufactured by us and we hereby extend our full guarantee and warranty according to the General Requirements, with respect to the Goods offered by the aforesaid applicant Company.

Signed: *[insert signature of authorized representative of the Manufacturer]*

Name: *[insert complete name of authorized representative of the Manufacturer]*

Title: *[insert title]*

*[Place official stamp here]*

Duly authorized to sign this Authorization on behalf of: *[insert complete name of Manufacturer]*

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ *[insert date of signing]*