**Authorization and Undertaking Letter (Foreign Government)**

|  |  |  |  |
| --- | --- | --- | --- |
| Date |  | | |
| Governmental Entity Name |  | | |
| Name of the Authorized Person in the Gov. Entity\* |  | Position |  |
| Text:  The [*name of the governmental entity and name of the country as registered on TRES*] submits this letter of authorization and undertaking to the General Authority of Foreign Trade in the Kingdom of Saudi Arabia “the Authority” pursuant to paragraphs 8 and 9 of Article 9 of the Executive Regulation of the Law of Trade Remedies in International Trade for the purpose of participating in the [*name of the investigation*] No. ………………… as an interested party-*the government of [specify the name of the country]*.  The [*name of the governmental entity and name of the country as registered on TRES*] submits the name/names of its representative in the participation in this investigation as an interested party as follows:  (**If the representative is an employee in the Gov. entity and registered on the account request on TRES**) | | | |
| Name of Employee |  | Position in the Gov. Entity |  |
| ID No. | Place of Issue | Date of Issue | Date of Expiry |
|  |  |  |  |
| Telephone No. |  | Mobile No. |  |
| Business E-mail Address (used in the account request on TRES) |  | | |
| **(If there is more than one representative was registered on the account request on TRES, repeat the above data)** | | | |
| **(If the representative belongs to an entity/firm acting on behalf of the governmental entity)** | | | |
| Name of the Entity |  | Commercial Registration or License No. |  |
| Address |  | Website |  |
| Name of the Person in the Entity Acting on behalf of the Gov. Entity |  | Position |  |
| ID/ Passport No. | Place of Issue | Date of Issue | Date of Expiry |
|  |  |  |  |
| Telephone No. |  | Mobile No. |  |
| Business E-mail Address (used in the account request on TRES) |  | | |
| (**If the governmental entity has more than one representative belongs the entity/firm acting on its behalf and were registered in the account request on TRES, the above data shall be repeated)** | | | |
| The [*name of the governmental entity and name of the country as registered on TRES*] issues this authorization letter to the person/s whose name/s and information are provided above to grant him/them the right and authority in this process for providing and receiving confidential and non-confidential information with the Authority on behalf of the Government of [*the name of the country as registered on TRES*] and representing it in receiving all announcements, notices, and any other procedures and requirements of the investigation specified in this authorization and undertaking letter.  The [name of the governmental entity and name of the country as registered on TRES] and its representatives and the entity acting on its behalf undertake that the information provided by them during the course of investigation is correct and completed in the frame of the correct information to them, and that this information did not and will not, according to their knowledge, include incorrect information with the intention of jeopardizing the interests of any other party in the investigation. The [the name of governmental entity and name of the country as registered on TRES] undertake to allow the Authority to retain information submitted in the investigation, including confidential and non-confidential paper and electronic information, whether it was original or copies for the period that the Authority finds appropriate and not less than the period of imposing the measures.  The [*name of the governmental entity and name of the country as registered on TRES*] and its representatives and the entity acting on its behalf undertake their responsibility for the governmental entity's account data on TRES, and that we are fully responsible for protecting the access to the account under the username and password assigned to us, and that we are aware that any leakage of this data to people or entities are non-representatives of the [*name of the governmental entity and name of the country as registered on TRES*] may result in disclosing our confidential information, and that the Authority shall not bear any kind of responsibility due to the negligence of the governmental entity’s representatives. The [*name of the governmental entity and name of the country as registered on TRES*] and its representatives and the entity acting on its behalf undertake not to publish the information obtained from the public file in this investigation in public media except what has been published to the public by the Authority, and we will use this information in good faith and only for the purpose of participating in the investigation referred to in this authorization and undertaking. | | | |
| Signature of the Authorized Person\* |  | Stamp of the Governmental Entity |  |

\*The person in the entity who has the power of issuing such authorization and undertaking letter.

**To: Trade Remedies Deputyship**

**The General Authority of Foreign Trade**

**Kingdom of Saudi Arabia**

**Address: 7160 King Khalid Road, Asimah Dist., Diriyah 13714 5300 Al Khalidiyyah.**

**E-mail:** [**trd@gaft.gov.sa**](mailto:trd@gaft.gov.sa)

**Instructions for issuing the documents: Authorization letter/power of attorney and undertaking:**

1. Ensure while filling out the above documents that data are compatible with the registered data in the account request on Trade Remedies Electronic System (TRES) including the name of the country, the governmental entity submitting the request account on TRES, and the names of the authorized persons and the representatives and their data. In case such data are not compatible, the account request will be rejected.
2. The documents must be issued using the forms and texts prepared by the Authority and on the papers of the governmental entity submitting the account request on TRES, which representing the concerned country. The documents must be stamped with the governmental entity’s stamp and signed by the authorized person, and to be provided on TRES while registering the account request without authentication. The original documents shall be sent through the diplomatic means to the Authority within a period not exceeding 20 days from the initiation date of the investigation.
3. If the entity acting on behalf the governmental entity submitting the account request is a firm or an office located in the Kingdom, its business license has to be authenticated by the Chambers of Commerce via the electronic authentication and submitted on TRES while registering the account request.
4. If the entity acting on behalf the governmental entity submitting the account request is a firm or an office located outside the Kingdom, its business license has to be authenticated through the competent authorities in its country and also be authenticated by the Saudi Embassy/Consulate located in this country. Also, APOSTILLE authentication can be used, if it is available. In case of a possible delay of the authentication process, such document could be submitted on TRES while registering the account request after being stamped with the official stamp of the entity and signed by the principal of the entity. The original authenticated version must be mailed/submitted to the Authority’s address within a period not exceeding 50 days from the initiation date of the investigation (for APOSTILLE authentication, copies the original authenticated version can be sent to the Authority through the email mentioned in the notice of initiation or TRES).