**Power of Attorney/Authorization Letter for Interested Parties (Companies/Institutions)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Date |  | | | | | |
| Company Name |  | Commercial Registration No. |  | Industrial Registration No. | |  |
| Name of the Principal of the Company\* |  | | Position | |  | |
| Text:  The [*name of the company as registered on TRES*] submits this power of attorney/authorization letter to the General Authority of Foreign Trade in the Kingdom of Saudi Arabia “The Authority” pursuant to paragraph 8 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 [*specify the type of the interested party*].  The company 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 company and registered on the account request on TRES**) | | | | | | |
| Name of Employee |  | | Position | |  | |
| ID No. | Place of Issue | | Date of Issue | | Date of Expiry | |
|  |  | |  | |  | |
| Telephone No. |  | | Mobile No. | |  | |
| Business E-mail Address (as used in the account request on TRES) |  | | | | | |
| **(If there is more than one representative was registered in the account request on TRES, repeat the above data)** | | | | | | |
| **(If the representative belongs to an entity/firm acting on behalf of the company)** | | | | | | |
| Name of the Entity |  | | Commercial Registration No. or License No. | |  | |
| Address |  | | Website | |  | |
| Name of the Person in the Entity Acting on behalf the Company |  | | 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 company has more than one representative belongs to the entity acting on its behalf and were registered in the account request on TRES, the above data shall be repeated**) | | | | | | |
| The [*name of the company as registered on TRES*] issues this power of attorney/authorization letter to the person/s whose name/s and information are provided above to grant him/them the right and the authority in this process for providing and receiving confidential and non-confidential information with the Authority on behalf of our company and representing us in receiving all announcements, notices, and any other procedures and requirements of the investigation specified in this power of attorney/authorization letter. | | | | | | |
| Signature of the Principal of the Company\* |  | | Authentication of Chambers of Commerce or  Authentication of Saudi Embassy/Consulate | |  | |

(Authenticated power of attorney/authorization letter shall be provided for each related company on its printed papers followed by the signature of the principal of the company\*)

\*The person who is in charge of the company to issue such power of attorney/authorization and undertaking.

**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)

**Authenticated Undertaking Form (Companies/Institutions)**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Date |  | | | | | | | |
| Company Name |  | Commercial Registration No. | |  | Industrial Registration No. | | |  |
| Name of the Principal of the Company\* |  | | Position | |  | | | |
| Text:  The [*name of the company as registered in TRES*] submits this undertaking letter to the General Authority of Foreign Trade in the Kingdom of Saudi Arabia “The Authority” pursuant to paragraph 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- [*specify the type of interested party*].  The [*name of the company as registered in TRES*] and its representatives and the entity acting on its behalf undertake the responsibility for the accuracy of the information provided during the course of investigation, whether this information is provided through representatives of the company or representatives of the entity acting on behalf the company as mentioned in the power of attorney/authorization letter. We undertake that the information provided is accurate and adequate information as is properly available to us, and that according to our knowledge, such information shall never include incorrect information intended to prejudice the interests of any other party. We acknowledge the penal consequences of violating this undertaking according to the relevant laws and regulations of the Kingdom. The company and its representatives and the entity acting on its behalf undertake to allow the Authority to maintain the information submitted during the course of investigation for the period that the Authority deems appropriate which shall not be less than the period of the imposition of measures. Such information shall include that submitted in soft and hard copies, confidential and non-confidential information, and originals or non-originals.  The [*name of the company as registered in TRES*] and its representatives and the entity acting on its behalf undertake their responsibility with regard to the company's account data in the Trade Remedies Electronic System (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 that are non-representatives of the company may result in disclosing the companies confidential information. The Authority shall not bear any kind of responsibility due to the negligence of the company or its representatives. The company 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 undertaking. | | | | | | | | |
| Signature of the Principal of the Company \* |  | | Authentication of Chambers of Commerce /  or  Authentication of Saudi Embassy/ Consulate | |  | | | |
| Name/s of the Company’s Representative/s |  | | Signature/s of the Company’s Representative/s | |  | National ID No. or Passport No. |  | |

(An authenticated undertaking form shall be provided for each related company on its papers followed by the signature of the principal of the company \*)

\*The person who is in charge of the company to issue such power of attorney/authorization and undertaking.

**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 the Trade Remedies Electronic System (TRES) including the name of the company/institution submitting the request account on TRES, the names of the affiliated companies, and the names of the principals of the companies 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 on the printed papers of the company/institution submitting the account request on TRES, and stamped with the company/institution’s stamp and signed by the principal of the company/institution.
3. If there are affiliated companies/institutions to the company/institution submitting the account request on TRES, each affiliated company/institution must issue the authorization letter/power of attorney and the undertaking letter on its printed papers using the forms and texts prepared by the Authority. The issued documents must be stamped with the affiliated company/institution’s stamp and signed by the principal of the affiliated company/institution.
4. The copies of the power of attorney/authorization letter and undertaking letter must be submitted on TRES while registering the account request after the authentication from the competent authorities otherwise the account request will be rejected taking into consideration the following:

* Documents for companies/institutions located in the Kingdom should be authenticated by the Chambers of Commerce via the electronic authentication.
* Documents for companies/institutions located outside the Kingdom should be authenticated by the competent authorities in the foreign country in which the companies/institutions submitting the account request are located, in addition, these documents have to be authenticated through the Saudi Embassy/Consulate located in this foreign countries. Also, APOSTILLE authentication can be used, if it is available. In case of a possible delay of the authentication process, such documents could be submitted on TRES while registering the account request after being stamped with the official stamp of the company and signed by the principal of the company. The original authenticated versions 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 versions can be sent to the Authority through the email mentioned in the notice of initiation or TRES) otherwise the account will be suspended.
* If the entity acting on behalf the company/institution 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 otherwise the account request will be rejected.
* If the entity acting on behalf the company/institution 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 can 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) otherwise the account will be suspended.