**CERTIFIED TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING OF THE BOARD OF DIRECTORS OF THE COMPANY ………………………….. HELD ON …DAY THE …..st DAY OF …………, 20xx AT 00.00 AT THE REGISTERED OFFICE OF THE COMPANY AT ……………………………….**

The Chairman informed the Board about the request received from Board of Directors to submit a “Letter of Undertaking” under GST Laws because the company is doing export business and the company doesn’t want to pay IGST tax on its export sales. In this regard, an application is required to be made with the jurisdictional Proper Officer of GST in Form GST-RFD-11 along with an annexure called “Letter of Undertaking” and other supporting documents. The Board discussed the matter and passed the following resolution:

“RESOLVED THAT Mr./Mrs……………………………. hereby authorized to submit “Letter of Undertaking” with the jurisdictional Proper Officer of GST along with necessary documentation and to accept, sign, execute, deliver and complete all documentation, applications, forms, undertakings, etc. He is also authorized to appoint another person capable to complete the process for submission of such “Letter of Undertaking” as required under GST.”

**On behalf of Board**

**For ………………………..**

(Director)

DIN-

Date:

Place: