



APPOINTMENT CUM AGENCY LETTER

**TO WHOM IT MAY CONCERN FOR (REGISTRATION & MARKET & SALES)**

**Date:**

Dear Sir,

We, **[Your Company Name]**, hereby confirms that **REDDY EMIRATES INTERNATIONAL CHEMICALS LLC. Also known as [REIC]** ABU DHABI- UAE, Has been appointed by us as our exclusive agent for marketing and supply. REIC will represent the following products in Abu Dhabi:

FOR THE PRODUCTS	

OUR REFERENCE	

This letter authorizes **REDDY EMIRATES INTERNATIONAL CHEMICALS LLC.** to actively solicit business throughout its territory and devote time and efforts as may be necessary to properly represent such products for a period of 5 year, from the above date.

We, **[Your Company Name]** would be grateful for your cooperation.

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**REDDY EMIRATES INTERNATIONAL CHEMICALS LLC**  
ABU DHABI- UAE

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**[Your Company Name]**  
**[Your Company Address]**

**Mr. KOMMU SUNDER BERNARD**  
Managing Director

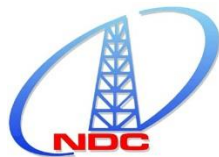
**[Your Company Name]**  
(Authorized Signatory)  
**[Your Company stamp]**



## ANNEXURE – 3

### Companies Registration

# Overseas Manufacturer Check List



[Your Company Logo]



## CHECK LIST

(CONFIRM FOLLOWING DOCUMENTS ARE ENCLOSED WITH YOU PQ FORM)

S.No.	DESCRIPTION	MANUFACTURER'S CONFIRMATION
1.	Copy of Agency Registration Certificate issued by U.A.E. Ministry of Economy or copy of Agency Agreement approved by U.A.E. Embassy in the home country.	
2.	Statement of Account/Balance Sheets/Annual Report for the last 3 years certified by Chartered Accountant.	
3.	Relevant catalogues covering full range of your equipment.	
4.	Copy of Quality Assurance Manual. Also, attach a copy of ISO 9001 Certification from internationally approved certifying Agencies and industry licenses such as ASME code stamps, API licenses etc, as applicable for the intended product	
5.	Copy of HSE Manual. Also, attach a copy of HSE Certification, if any from internationally approved certifying Agencies.	
6.	List of major equipment available in Plant.	
7.	Details/capacity of manufacturing plant	
8.	List of references of past orders with details of Customer, year, Project reference, product description, order quantity & \$ value. (As per form in page-63)	
9.	Warranty Policy	
10.	Spare Parts Policy	



[Your Company Logo]



11	Inspection, Testing, Research and Development Facilities details	
12.	E-Commerce/Web information capability/Computerized management system	
13.	Product approved by worldwide oil and gas operators	
14.	Product performance report from previous clients	
15.	Local manufacturing/service facility in UAE/GCC	
16.	Availability of multi-locations for the production of this product	
17.	Provision of after sale services in the region	