GUIDELINES ON SIGNATURES OF OUTGOING LETTERS
(EXTRACT FROM SECTION S9 - ADMINISTRATION CONTROL)

ITEM	ISSUES	SIGNATORIES
1.	Company Financial Matters, Government Surveys, Contractor's Performance Reports, Testimonials and the like	Managing Director / Director-in-Charge
2.	Prospective Project enquiries and fee proposals	Managing Director / Director-in-Charge
3.	Prequalification of tenderers including lists of recommended tenderers, tender reports, cost plans, site staff requirements, design brief, engineering & cost studies, completion certificates and the like	Managing Director / Director-in-Charge. However Project Manager will be allowed to sign with prior knowledge of the Project Director.
4.	Tricky or contractual issues where Company's position/reputation may be at stake or compromised	Project Director
5.	Letters of invitation to tender, payment certificates, recommendation on acceptance of variation orders	Project Director. However Project Manager will be allowed to sign with prior knowledge of the Project Director
6.	Approval of technical submittals, minutes of technical meetings, instructions to contractors etc.	Project Manager or Assistant Project Manager
7.	Applications/submissions/certificates to Authorities	The Professional Engineers and/or Licensed Electrical Workers concerned
8.	General & routine issues	Project Manager or Assistant Project Manager generally based on the discipline involved. The Project Assistant may be authorised by the Project Manager/Assistant Project Manager to sign simple letters which are routine in nature and with no contractual implications.