



**UNDERTAKING**

**(On Letter-Head of the Company)**

With reference to, MRPL, Shipping Dept. Communication Dated \_\_.\_\_.2016, we hereby inform that the following officials of **M/s.** \_\_\_\_\_, \_\_\_\_\_ (Company Name and Location) are hereby authorized to communicate on Registration/ Mailing List matters, receive Enquiry Invitations issued from MRPL, and subsequent related correspondence:

**For Registration/ Mailing List matters**

Sl. No.	Name	Designation	E-Mail Id	Fax Number

**For Enquiry Invitations/ Shipping related matters**

Sl. No.	Name	Designation	E-Mail Id	Fax Number

We hereby undertake that we would exercise utmost care in handling the Enquiry Invitations and related documents/communications received from MRPL, Shipping Dept. and such documents/communications shall not be further forwarded without prior permission of MRPL, Shipping Dept.

We also undertake that above E-Mail IDs belong to individual executives of the subject entity only, not linked to any group Email-Id or Email-Id linked for group forwarding and any changes in Contact Persons or their E-Mails Ids shall be informed promptly. The above undertaking is valid for SIX months from the date of issue and shall be renewed before expiry of every SIX months thereafter.

We are aware that:

1. If more than the prescribed contacts are submitted then MRPL, Shipping Dept., would exercise its right to choose within the prescribed limit to its discretion.
2. Non-submission of renewed undertaking, every Sixth month, would entail automatic de-activation of above mail Ids, except one, without further reference, till the Undertaking is renewed. For us the six monthly cycle is 1<sup>st</sup> of **January/July** and **April/ October** every year.
3. Twice bouncing and Auto/ Group forwarding, if noticed, would entail deletion of that specific mail ID, without further reference.
4. The Enquiry related information such as offers, reply to clarifications and other related information/messages would originate from the aforementioned fax numbers of the subject entity.
5. Any information given or knowledge disclosed by MRPL, Shipping Dept. to subject entity in connection with the registration/Enquiry invitations would be treated by the recipients as confidential and would not be divulged including *inter-alia* sharing of Enquiry document to any third party.

**Date:**  
**Place:**

**(Signatures)**  
**Authorized Person**