Documents required for financial book sealing

1. Financial book sealing request letter (According to the following example)
2. Assertion of financial book sealing ( 2 copies)
3. Daybook and General book ( 1 copy of each)
4. A copy of the latest advert of changes in board of directors and authorized signatories of the company
5. A photocopy of birth certificate and identity card of the Company Representative

Letter number:

Date:

Companies Registration Office of Arvand Free Zone,

 Hereby Mr/Ms……………………………………………………………………………… the child of…………………………………………………………..will be introduced as a representative of this company for financial book sealing of …………………………………………………….company, private joint stock/ with Limited liability/ Cooperative with registration number………………………………………..relating to the financial year………………………………………. and following the Signature of Legal Offices of that office and mentioned offices.

Two copies of daybook and general book with assertion of financial book sealing along with the other required documents are attached.

Signature of the CEO and company stamp