EVIDENCE OF AUTHORIZED PERSONS TO SIGN WITHDRAWAL APPLICATIONS

[Use the name of the Borrower as indicated in the loan and/or grant agreement. 
“Borrower” also refers to Grant Recipient or Beneficiary.]

[Borrower’s Letterhead or Logo]

{NAME OF BORROWER}

{DATE}

Asian Development Bank
6 ADB Avenue, Mandaluyong City
1550 Metro Manila, Philippines

Attention: Controller’s Department, Loan Administration Division (CTL/CTLA)

Subject: Authorized Person(s) to Sign Withdrawal Application

Dear Sir/Madam:

In accordance with Section 4.5 of ADB’s Loan Disbursement Handbook (2022, as amended from time to time), I hereby submit:

• {List of Authorized Person(s) to sign Withdrawal Applications (Annex 1)}
{and/or}

• {Revocation of Authority of Authorized Person(s) to sign Withdrawal Applications (Annex 3)}

for the indicated loan(s) and/or grant(s), as applicable, between the Asian Development Bank and {Name of Borrower}.

Sincerely,

/signed/

[Please print full name and title of the Borrower’s Designated Representative as provided in the loan and/or grant agreement(s), or the full name and title of the person(s) to whom such Designated Representative has delegated such authority]
Annex 1: List and Details of Authorized Person(s)

(Name of Borrower) ("Borrower") hereby authorizes the person(s) listed here in Annex 1 ("Authorized Person(s)") to utilize a Secure Token,¹ on behalf of the Borrower, to electronically sign and deliver by electronic means to the Asian Development Bank (ADB) withdrawal applications² and supporting documents related to disbursements of the respective loan and/or grant proceeds. The Authorized Person(s) are also authorized on behalf of the Borrower to manually sign the withdrawal applications and applications for the issuance of commitment letters, as applicable, related to disbursements of the respective loan(s) and/or grant(s). In undertaking this responsibility, the Borrower shall hereby abide and cause the Authorized Person(s) to abide by the Terms and Conditions of Use of Secure Token to Process Withdrawal Applications and Supporting Documentation (Annex 2). This authorization will be effective on the date of receipt by ADB of this Evidence of Authority {or XXXXXXXX,³ whichever is later}.

Sincerely,

/signed/

[Please print full name and title of the Borrower’s Designated Representative as provided in the loan and/or grant agreements, or the full name and title of the person(s) to whom such Designated Representative has delegated such authority]

<table>
<thead>
<tr>
<th>No.</th>
<th>Loan/Grant Numberᵃ</th>
<th>Loan/Grant Title</th>
<th>Details of Authorized Person(s)ᵇ</th>
<th>Individual / Joint Authorizationᵈ</th>
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ᵃ For countries with centralized approvers, please indicate if the Authorized Person(s) are for all current and future ADB loans and/or grants.
ᵇ Details of Authorized Person(s) for each authorized person should be indicated in this Annex. In case of joint delivery, all of the authorized persons who will need to jointly deliver the withdrawal applications should be indicated. The users will also have access to the disbursement and related information of the loan on ADB’s Loan and Grant Financial Information Services (LFIS/GFIS) website. The LFIS/GFIS/Loan Accounting and Servicing (LAS) Web Access Request Form can be found in Appendix 13E of the handbook.
ᶜ Use the following format: First, Middle (if any), and Last Name.
ᵈ Indicate “Joint” if withdrawal applications will be delivered by more than one Authorized Person; otherwise, indicate “Individual.”

¹ "Secure Token" is defined in Annex 2.
² Including Beneficiary Registration Forms.
³ Indicate preferred effectivity date, as applicable.
Details of Authorized Person(s)

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<th>Full Name**</th>
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<td>Email Address**</td>
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<td>Postal Address**</td>
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<td>Telephone Number*</td>
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*Required fields.

a Use the following format: Mr./Ms. First, Middle (if any), and Last Name.
b Provide official email address instead of group email address.
c Provide the complete address where the authorized person receives official mail, including the country name and any required postal codes as appropriate for addressing international postal mail.

Note: Supply details for each person authorized by replicating this page. Details must be printed or typewritten.
Annex 2: Terms and Conditions of Use of Secure Token to Process Withdrawal Applications and Supporting Documentation

The Asian Development Bank (ADB) will provide Secure Token to permit the Borrower to deliver applications for withdrawal and issuance of commitment letters under the loan and/or grant agreement(s) between ADB and the Borrower and supporting documentation (such applications and supporting documentation together shall be referred to herein as withdrawal applications) to ADB electronically, on the terms and conditions of use specified herein.

The Secure Token shall be either in physical form (Physical Token) or software-based (Soft Token). ADB reserves the right to determine the most appropriate token to be used.

A. Identification of Users
1. The Borrower will be required to identify in a completed Evidence of Authorized Persons to Sign Withdrawal Applications duly delivered to and received by ADB each person authorized to accept the token and to deliver the withdrawal applications by electronic means (Authorized Person). ADB will provide the Authorized Person with the Secure Token. The Borrower shall also immediately notify ADB if an Authorized Person is no longer authorized by the Borrower to act as an Authorized Person.
2. Each Authorized Person must register as a user on ADB’s Client Portal for Disbursements (CPD) website (https://cpd.adb.org) prior to receipt of his or her token. Registration on CPD will require that the Authorized Person establish a CPD Password. The Authorized Person shall not reveal his/her CPD Password to anyone or store or record the CPD Password in written or other form.

B. Initialization of Secure Token
1. Prior to initialization of Secure Token by an Authorized Person, the Authorized Person will acknowledge having read, understood, and agreed to be bound by these Terms and Conditions of Use.
2. Promptly upon receipt of the Secure Token, the Authorized Person will (i) set a personal identification number (PIN) on the Secure Token, (ii) access CPD using his or her account name and CPD Password, and (iii) register the Secure Token in the CPD. The Secure Token is to be used exclusively for the purpose of signing and submitting withdrawal applications. Upon initialization of the Secure Token, the Authorized Person will be deemed as a token user (Token User). ADB will maintain in its database a user account (Account) for each Token User. Neither the Borrower nor the Token User will have any access to the Account.
3. Prior to first use of the Secure Token by the Token User, the Borrower shall ensure that the Token User has received training materials provided by ADB in use of the Secure Token.

C. Use of Secure Token
1. The use of the Secure Token is strictly limited to the signing and submitting of withdrawal applications by the Token User in the manner prescribed by ADB in the Agreement(s) and these Terms and Conditions. Any other use of the Secure Token is prohibited.
2. ADB assumes no responsibility or liability whatsoever for any misuse of the Secure Token by the Token User, other representatives of the Borrower, or third parties.
3. The Borrower undertakes to ensure, and represents and warrants to ADB (such representation and warranty being expressly relied upon by ADB in granting the Secure Token) that each Token User understands and will abide by these Terms and Conditions of Use, including without limitation, the following:

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1 “Borrower” also refers to Grant Recipient or Beneficiary.
3.1. **Security**
   (i) The Token User shall not reveal his or her PIN to anyone or store or record the PIN in written or other form.
   (ii) The Token User shall not allow anyone else to utilize his or her Secure Token to deliver a withdrawal application to ADB.
   (iii) The Token User shall always log out from CPD when not using the system. Failure to log out properly can create a route into the system that is unprotected.
   (iv) If the Token User believes he or she has lost the Secure Token, the Token User shall immediately notify ADB through the CPD or by e-mail at adbcpd@adb.org; and take other reasonable steps to ensure that such Secure Token is disabled immediately.
   (v) The Token User shall regularly check the transaction history details in CPD to make sure there are no unauthorized transactions.

3.2. **Reservation of Right to Disable Secure Token**
   (i) The Borrower shall reserve the right to revoke the authorization of a Token User to use a Secure Token for any reason.
   (ii) ADB reserves the right, in its sole discretion, to temporarily or permanently disable a Secure Token, deactivate a Token User’s Account, or both.

3.3. **Care of Physical Tokens**
   (i) The Physical Tokens will remain the property of ADB.
   (ii) As applicable, ADB will physically deliver a Physical Token to each Authorized Person designated to receive one in a manner to be determined by and satisfactory to ADB.
   (iii) The Physical Token contains delicate and sophisticated instrumentation and therefore should be handled with due care, and should not be immersed in liquids, exposed to extreme temperatures, crushed, or bent. Also, the Physical Token should be kept more than 5 centimeters (cm) from devices that generate electromagnetic radiation (EMR), such as mobile phones, phone-enabled personal digital assistants, smartphones, and other similar devices. The Physical Token should be carried and stored separate from any EMR device. At close range (less than 5 cm), these devices can output high levels of EMR that can interfere with the proper operation of electronic equipment, including the Physical Tokens.

3.4. **Replacement**
   (i) Lost, damaged, compromised, or destroyed Physical Tokens will be replaced at the expense of the Borrower.
   (ii) ADB reserves the right, in its sole discretion, not to replace any Secure Token in the case of misuse, or not to reactivate a Token User’s Account.

**Agreement**

By virtue of pressing the registration button upon access to the CPD website, you acknowledge that you have read and understood the terms and conditions set out herein, and you agree unconditionally to be bound by the terms and conditions set out herein and all amendments, revisions, and additions that ADB may, at its absolute discretion, effect from time to time.
Annex 3: Revocation of Authority of Authorized Person(s)

[Name of Borrower] hereby revokes the authority of the person(s) listed here in Annex 3 ("Revoked Person(s)") to act as authorized person(s) for the purpose of utilizing the Secure Token and signing and delivering by manual or electronic means the withdrawal applications and supporting documents related to the respective loan(s) and/or grant(s), as applicable, to the Asian Development Bank (ADB). Their authority to sign applications for the issuance of commitment letters related to the respective loan and/or grant proceeds, is also revoked. The specimen signatures of the Revoked Person(s) are also hereby cancelled. The effective date of the revocation is the date of receipt by ADB of this form (or XXXXXXXX, \(^1\) whichever is later).

Sincerely,

/signed/

[Please print full name and title of the Borrower’s Designated Representative as provided in the loan and/or grant agreements, or the full name and title of the person(s) to whom such Designated Representative has delegated such authority]

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<tr>
<th>No.</th>
<th>Loan/Grant Number(^a)</th>
<th>Loan/Grant Title</th>
<th>Revoked Person(s)</th>
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\(^a\) For countries with centralized approvers, please indicate if the Revoked Person(s) are for all current and future ADB loans and/or grants.

\(^b\) Use the following format: First, Middle (if any), and Last Name.

\(^1\) Indicate preferred effectivity date, as applicable.
REQUEST FOR LFIS, GFIS, LAS WEB ACCESS DEFINITION, RENEWAL, OR TERMINATION

Request for LFIS / GFIS / LAS Web
Access Definition / Renewal / Termination
Website: https://lfis.adb.org

DATE: dd/mm/year

TO: ASIAN DEVELOPMENT BANK
6 ADB Avenue, Mandaluyong City
1550 Metro Manila, Philippines

ATTENTION: Webmaster
Systems Support Group
Controller’s Department
Email: LfisGfisLas@adb.org

Indicate a request type:
[ ] New  [ ] Access Renewal  [ ] Termination

Completely fill out the following access details:
User Details
First Name  [ ] Mr.  [ ] Ms.
Last Name
Email Address
Organization  or  Executing Agency Name
Address

Access Details
Fill this out only if request is for New Access or Access Renewal

Indicate the applicable box:
[ ] LFIS Web  [ ] GFIS Web  [ ] LFIS and GFIS Web  [ ] LAS Web
[ ] LFIS and LAS Web  [ ] LFIS, GFIS, and LAS Web

Instructions:
1. A separate form must be filled out for each applicant.
2. An AUTHORIZED LOAN / GRANT SIGNATORY must sign the form.
3. Request details must be typewritten.

Important:
• The access to LFIS / GFIS Web is valid for 1 year.
• Notify Systems Support Group promptly if there is a need to revoke access due to resignation, staff movement, etc.
1. Select the level of access. Indicate the applicable box.

- [ ] **Country Level** (can view loans and grants under the county portfolio)
  This must be signed by an authorized signatory from the finance department or ministry.

- [ ] **Executing Agency Level** (can view loans and grants under specific state, province, organization, or executing agency name)
  Access request under a specific state, province, or organization must be signed by an authorized signatory from the finance department or ministry.
  Access request under an executing agency must be signed by an authorized signatory from the finance department or ministry, or the executing agency.

- [ ] **Specific Loan or Grant** (can view specific loans and grants)
  This must be signed by an authorized signatory from the finance department or ministry, or the executing agency.

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(Attach a separate sheet if there are more loan and/or grant records requested)

**Authorized by:**

Signature over Printed Name of Authorized Signatory

Name of Borrower / Recipient or Executing Agency

Notes: The display of loan or grant data and downloading of reports will depend on the access. The Loan and Grant Financial Information Services (LFIS/GFIS) website displays *active* loans and grants; the LAS Web displays *all* loans.