

To
Altos Enterprises Ltd
Altos Nagar
Head Office (Ludhiana)

Subject :- Meeting Authorization Form

For Office Use Only

Office No. _____

Received (via) _____

Date of Receiving _____

Received by _____

Respected Sir,

Date of Meeting _____ Timing _____

Type of Meeting _____

Venue of Meeting _____

Address of Venue _____

Area/City _____ State _____

Meeting Speaker _____

Recommended by _____ (Name) _____ (ID no.) Level : **Crown Ambassador**

Estimate Expenditure _____

Expected Gathering _____ (No. of Person)

Kindly do the needful

Thanks & Regards

Organiser ID _____

Organiser Name _____

Organiser Level _____

Organiser Mobile no. _____

Note : Recommendation is mandatory before approval of meeting expenditure