**(MODEL OF THE LETTER TO INCLUDE THE ADMINISTRATOR)**

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| *(*Company letterhead*)* |

To PETROLEO BRASILEIRO S/A – PETROBRAS

Register of Suppliers of Goods and Services for Petrobras

Subject: Inclusion of administrator.

(name of the company), registered at the nº (number of the company), calls for the inclusion of the Mr. (name of the responsible of the company), e-mail, and telephone in order to grant access to the Petrobras Gateway

.................................................................................  
*(place and dateand year)*

.................................................................................  
(Name and position he holds)

**Notas:**

**Note 1:** The Letter must be submitted on company letterhead, with location and date, with the signature by the responsible of the company properly labeled with the name and position inside the company;

**Note 2:** attach the document able to prove the link of the person signing the letter with the company and the authority to do so (Social Contract, or Minutes of Meeting);

**Nota 3:**

after inclusion of the person as Administrator User, this will automatically be able to make the necessary inquiries on "Identification" by "User registration" tab, you can delete or change data in the fields described: Administrators Users Petrobras Gateway Contacts and with access to Sign Up;

**Note 4 The letter shoulb be** scanned **and sent** by e-mail to: [atendi.fornecedores@petrobras.com.br](mailto:atendi.fornecedores@petrobras.com.br) , or suppliers.registry@petrobras.com.br