

Sample of completion certificate

To be submitted in the **Letterhead** of issuing Authority/ owner of Purchase Order/ Contract

Ref.:

Date:

Completion/ performance Certificate

Certified that the work/contract executed by M/s..... (Vendor code:) address:....., as per the details given below:

Sl. no	PO ref. no.& date	Name of work/ contract	Location of job/ contract	PO/ contract value in Rs. (lakhs)	Executed value in Rs.(lakhs)	Date of Commencement	Date of Completion	Status (Completed/ in progress)	Performance (satisfactory/ poor)

The above completion/performance certificate is issued on the request of party for the purpose of submission for Vendor Registration in HPCL.

Signature/ Name/ designation/seal of issuing Authority/ date