

A specimen of the Letter of Authorisation is provided below for your reference.

**[TO BE PRINTED ON COMPANY LETTERHEAD]**

Date: \_\_\_\_\_  
(state court hearing date)

District Judge / Magistrate  
State Courts  
1 Havelock Square  
Singapore 059724

Dear Sir / Madam,

**LETTER OF AUTHORISATION**

Re: Case Number: \_\_\_\_\_  
(state Case No)

\*I/We authorise \*Mr/\*Miss/\*Mrs/\*Mdm

\_\_\_\_\_  
(name as in NRIC/Passport)

\*Passport/\*FIN/\*NRIC No.: \_\_\_\_\_,  
(state identification No)

\_\_\_\_\_ to represent me/us on behalf of  
(state designation)

my /our \*company/\*partnership at the court hearing, on \_\_\_\_\_.  
(state court hearing date)

Thank you.

\_\_\_\_\_  
Signature (signed by Director)

Name:  
Designation:

Company Name:  
Company registration number (UEN):  
Mailing address:  
Contact number:  
Company stamp/seal:

**\*Delete whichever is not applicable**