

# A GENERAL GUIDE TO COMPLETING THE LETTER OF AUTHORISATION FOR BUSINESS ENTITY WHERE THE REPRESENTATIVE IS A DIRECTOR OR A PARTNER OF THE BUSINESS ENTITY.

Please type it on your company / organisation's LETTERHEAD. If handwritten it must be neat and legible. File only original copy.

## **SPECIMEN – NOT TO BE USED**

*Letter of Authorisation for Business Entity*

*Where the representative is a director or a partner of the Business Entity  
whichever is applicable*

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

The \*Registrar/\*Referee  
Small Claims Tribunals  
State Courts  
Singapore

Dear Sir/Madam,

**SPECIMEN**  
*Letter of Authorisation*

Re: Claim No: \_\_\_\_\_  
(state Claim/CounterClaim Number)

We authorise \*Mr/\*Miss/\*Mrs/\*Mdm \_\_\_\_\_  
(name as in NRIC/Passport)

\*Passport/\*FIN/\*NRICNo.: \_\_\_\_\_ to represent us  
(state identification No) (state designation )

on behalf of our \*company/\*partnership at the \*Consultation/\*Hearing, on \_\_\_\_\_  
(state date)

Thank you.

Signature

Name:

I/C No:

Designation:

**\* Delete whichever is not applicable**

## **THIS IS ONLY A SPECIMEN AND NOT TO BE USED**

You will have to type this Letter of Authorisation on your company/business letterhead. Your representative is to present a fresh Letter of Authorisation for *each* Consultation and for *each* Hearing.

### **Step 1:**

- This letter is to be prepared on your company / organisation's LETTERHEAD and is required for every attendance
- This format is to be used if the representative is a director or a partner.

### **Step 2:**

- Date of attendance.
- Delete whichever is not applicable.

### **Step 3:**

- Insert the Claim and/or Counterclaim No..
- Delete whichever is not applicable:-
  - Name,
  - Passport / NRIC / FIN no., and
  - Designation.

- Delete whichever is not applicable and insert the date of Consultation / Hearing.

### **Step 4:**

- Signature of director (or full-time employee) / partner
- Insert the name, Passport / NRIC / FIN no., designation and stamp of your company / organisation.

# A GENERAL GUIDE TO COMPLETING THE LETTER OF AUTHORISATION FOR BUSINESS ENTITY WHERE THE REPRESENTATIVE IS A FULL-TIME EMPLOYEE OF THE BUSINESS ENTITY.

Please type it on your company / organisation's LETTERHEAD. If handwritten it must be neat and legible. File only original copy.

## **SPECIMEN – NOT TO BE USED**

*Letter of Authorisation for Business Entity*

*Where the representative is a full-time employee of the Business Entity  
(applicable to pte ltd company, corporation, LLC, LLP)*

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

The \*Registrar/\*Referee  
Small Claims Tribunals  
State Courts  
Singapore

Dear Sir,

**SPECIMEN**  
*Letter of Authorisation*

Re: Claim No: \_\_\_\_\_  
(state Claim/CounterClaim Number)

We confirm that \*Mr/\*Miss/\*Mrs/\*Mdm \_\_\_\_\_  
(name as in NRIC/Passport)

\*Passport/\*FIN/\*NRIC No: \_\_\_\_\_ is our full-time  
(state identification No) (state designation of representative)

employee and is authorized to represent us on our behalf at the \*Consultation/\*Hearing, on \_\_\_\_\_  
(state date)

Thank you.

Signature

Name:

I/C No:

Designation:

**\* Delete whichever is not applicable**

## **THIS IS ONLY A SPECIMEN AND NOT TO BE USED**

You will have to type this Letter of Authorisation on your company/business letterhead. Your representative is to present a fresh Letter of Authorisation for *each* Consultation and for *each* Hearing.

### **Step 1:**

- This letter is to be prepared on your company / organisation's **LETTERHEAD** and is required for **every attendance**
- This is for the representative who is representative is a full-time employee.

### **Step 2:**

- Insert date of attendance
- Delete whichever is not applicable

### **Step 3:**

- Insert the Claim and/or Counterclaim No.
- Delete whichever is not applicable and insert:-
  - Name
  - Passport/NRIC/FIN no., and
  - Designation.
- Delete whichever is not applicable and insert the date of Consultation / Hearing

### **Step 4:**

- Signature of Director or Partner
- Insert the name, Passport / NRIC / FIN no., designation and stamp of your company / organisation.