**Specimen Authorisation Letter for Parties Acting in Person**

[Date]

To: The Registrar Supreme Court

1 Supreme Court Lane Singapore 178879 (Attn: SICC Registry)

Dear Sir,

CASE NUMBER: [ ] CASE NAME: [ ]

**LETTER OF AUTHORISATION FOR COLLECTION OF COURT DOCUMENTS AND MAIL FROM THE COURT**

Please be informed that I, …………………… (Name) ………………….. (Personal identification number / Passport number), the [claimant/defendant] in the above captioned matter hereby authorise …………………………………………… (Name) ….…………………. (Personal identification number / Passport number) to collect all court documents and mail from the court relating to the above-captioned matter on my behalf.

Thank you.

Yours faithfully, [Signature]

[Name and contact details]