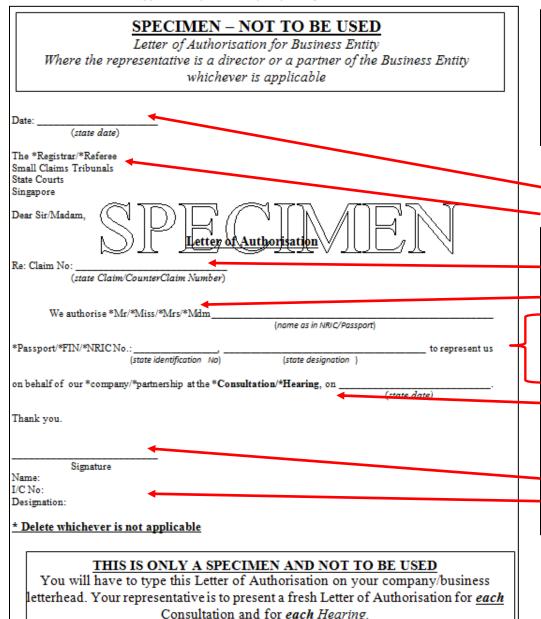
A GENERAL GUIDE TO COMPLETING THE LETTER OF AUTHORISATION FOR BUSINESS ENTITY WHERE THE REPRESENTATIVE IS A DIRECTOR OR A PARTNER OF THE BUSINESS ENTITY.

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



Step 1:

- ■This letter is to be prepared on your company / organisation's <u>LETTERHEAD</u> and is required for <u>every</u> <u>attendance</u>
- •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 <u>LETTERHEAD</u>. If handwritten it must be <u>neat and legible</u>. File only original copy.

Step 1: 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: employee. (state date) Step 2: The *Registrar/*Referee Small Claims Tribunals State Courts Singapore Dear Sir. Step 3: Re: Claim No: (state Claim/CounterClaim Number) We confirm that *Mr/*Miss/*Mrs/*Mdm Name (name as in NRIC/Passport) *Passport/*FIN/*NRICNo: 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 Thank you. Step 4: 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.

- ■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
- Insert date of attendance
- Delete whichever is not applicable
- Insert the Claim and/or Counterclaim No.
- Delete whichever is not applicable and insert:-
 - Passport/NRIC/FIN no., and
 - > Designation.
- Delete whichever is not applicable and insert the date of Consultation / Hearing
- Signature of Director or Partner
- Insert the name, Passport / NRIC / FIN no., designation and stamp of your company / organisation.