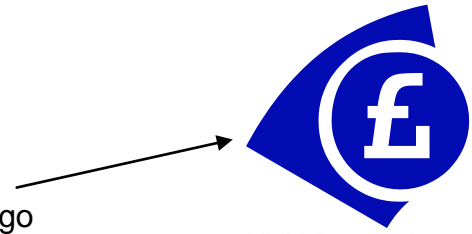


Organisation Logo



XXX Pte. Ltd.

Licensing Branch  
Occupational Safety and Health Division  
Ministry of Manpower  
18 Havelock Rd  
Singapore 059764

Our Ref : xxxxxxxxxx  
Your Ref : Workplace Number or  
CO File Reference Number  
Date : <Date of Letter>

Dear Officer

**AUTHORISATION OF SXXXXXXE MR TAN AH KOW TO BE  
ESERVICE ACCOUNT ADMINISTRATOR**

We would like to authorize **SXXXXXXE MR TAN AH KOW** to be the eService Account Administrator of XXX Pte. Ltd (Unique Entity Number UEN or ACRA Business Registration No.: xxxxxxxxxx)

2. His personal particulars are as follows:

Personal Identification Number or SingPass ID:  
Name:  
Mobile Phone No.:  
Email Address:  
Preferred mode of contact ie. via Email or SMS

3. Please call the number 12345678 or write to <email> should you need further clarification.

Yours faithfully

Lim Ah Sum  
Chief Executive Officer