<Organisation Logo>

XXX Pte. Ltd.

|  |  |
| --- | --- |
| Licensing Branch Occupational Safety and Health Division Ministry of ManpowerMinistry of Manpower Services Centre1500 Bendemeer Road#03-02 Singapore 339946  | ACC Ref : 084-008-xxxxxDate : <dd/mm/yyyy>  |

Dear Officer

**Letter of Declaration On Manufacturer's Manuals**

We, <company name>, request to add the installation, alteration, repair and dismantling of the following brands and models of cranes, to our existing list of approved brands and models of cranes:

|  |  |  |
| --- | --- | --- |
| **S/No** | **Brand Name** | **Model Numbers** |
| a) |  |  |
| b) |  |  |
| c) |  |  |
| d) |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

2 We declare that we have the manufacturer's manual containing instructions on the safe procedures for installation, alteration, repair and dismantling of the brands and models of cranes, and that we have reviewed our company’s training program to include instructing crane erectors on those safe procedures instructions.

3 We further declare that all our Approved Crane Erectors will only be assigned to install, alter, repair and dismantle the cranes for which they have successfully completed the brand specific course on installing, altering, repair and dismantling of cranes approved or conducted by the specific crane manufacturer.

Yours faithfully

XXXXXX

Director Name & Signature

XXXXXXXXXXXXXXX *(state Company Name)*