(Sample of Letter of Authorisation)

**Please Use Company Letterhead**

Date

Singapore Customs

Attn: Permits Compliance Officer

Email: customs\_mrs@customs.gov.sg

Dear Sir/Madam

**LETTER OF AUTHORISATION**

This is to inform you that [state name of the authorised person and his/her NRIC number] is authorised to e-file the MRS registration form for and on behalf of [state company name and UEN number].

If you require any clarification, please contact me at Tel: [state contact number].

Yours sincerely

[Signature]

Officer-in-charge [manager and above] name

Designation

Dept name