

PASS OFFICE CIRCULAR

[ Company's Letterhead ]

[Date]

Jurong Port Pte Ltd  
37 Jurong Port Road  
Singapore 619110

To: Jurong Port Pte Ltd

**EMPLOYER'S LETTER OF DECLARATION**

I, \_\_\_\_\_ (Name of Employer in Block Letters) of  
\_\_\_\_\_ (Name of Company in Block Letters) hereby declare:

1. I have entered into an employment agreement with the following person(s) whose details are set out hereunder, that the conditions of his employment in the said agreement are in compliance with relevant Ministry of Manpower (MOM) rules and regulations such as CPF / Levy contributions.

No.	Employee Name	NRIC / FIN No. (Last 4- alphanumeric digit)	Employee Mobile No.	Designation*

\*Stevedore Company is required to indicate Foreman/Checker/Tally Clerk

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2. I have made the necessary checks to ensure that the workers declared above are not declared under the employment of other Licensed Stevedore Companies.

Employer Signature : \_\_\_\_\_

Company Stamp : \_\_\_\_\_

Date : \_\_\_\_\_