

(Company Letterhead)

Date:

**Jurong Port Pte Ltd  
37 Jurong Port Road  
Singapore 619110**

**Fax: 6261-9374**

**ATTENTION: PASS / PERMIT OFFICE**

Dear Sir/Madam,

**SPECIAL APPOINTMENT**

We hereby verify that the following personnel is our employee and trained as  
\_\_\_\_\_ (occupation).

His purpose of entry to Jurong Port is \_\_\_\_\_.

<u>Name of Applicant</u>	<u>NRIC / FIN Number (Last 4-Alphanumeric)</u>	<u>Year of Work Experience</u>
--------------------------	--	--------------------------------

Yours faithfully,

**[Name & Designation of Officer]**  
(With company's stamp)