

(Sample of Letter of Authorisation – For person representing a company only.)

Please Use Company Letterhead

IRAS Tax reference: _____

Date: _____

To:

The Magistrate, Subordinate Courts

Dear Sir/Madam

LETTER OF AUTHORISATION

The company authorise [name] and [NRIC number] to attend court on behalf of [company name] on [date] at court number ____.

Yours sincerely,

[Authorised Signature] _____

[Name] _____

[Designation] _____