

**Authorisation Letter**

Dear officer-in-charge

**Re: Collection of LivinGuard Viricidal Face Mask**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name), \_\_\_\_\_\_\_\_\_ (NRIC/FIN last 4 characters) / IES Membership No. \_\_\_\_\_\_\_\_\_\_\_\_, hereby authorise the following person, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name), \_\_\_\_\_\_\_\_\_ (NRIC/FIN last 4 characters), to collect the LivinGuard Viridicidal Face Mask on my behalf.

Thank you.

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| Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Important Notes**

1. Applicant must complete this form to authorise the collection of certification letter(s) by a representative.
2. The authorised representative will be required to produce the following documents for the collection:

* Signed authorisation letter by the applicant
* Copy of the applicant’s Identity Card or IES Membership Card
* The authorised representative’s Identity Card

**Collection Points**

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| **IES Main Building**  70 Bukit Tinggi Road  Singapore 289758 | **IES Academy @ Jurong East**  80 Jurong East Street 21, #04-10  Devan Nair Institute For Employment and Employability  Singapore 609607 |