

## Authorization Letter to collect Course Pass / Certificate

I \_\_\_\_\_ (Name as indicated on the course pass/certificate) of

\_\_\_\_\_ (\*NRIC/FIN No as indicated on the course pass/certificate)

hereby authorize

\_\_\_\_\_ (Name as in NRIC/FIN) of \_\_\_\_\_ (\*NRIC/FIN No)

to collect the following course pass / certificate on my/our company's behalf.

Course Title: \_\_\_\_\_

Course End Date: \_\_\_\_\_

\_\_\_\_\_  
Signature / Date / Company stamp (if applicable)

\* require to show a digital / printed copy of the NRIC/FIN at the point of collection