

Manpower Development Department  
 c/o BCA Academy  
 200 Braddell Road  
 Singapore 579700

*Date:*

Dear Sir

**LETTER OF AUTHORISATION FOR COLLECTION OF OVERSEAS TEST RESULT SHEETS**

This serves to authorise Mr/ Miss \_\_\_\_\_ of  
 NRIC No.: \_\_\_\_\_ to collect the results sheets of the following test on  
 behalf of our company.

Month of Test : \_\_\_\_\_

Country of Test : \_\_\_\_\_

Test Centre : \_\_\_\_\_

Yours faithfully,

\_\_\_\_\_  
 Signature, Name & Designation of Applicant  
 To be signed by Director/Partner/Sole Proprietor  
 whose name is in the ACRA print out

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

Mobile Phone Number: \_\_\_\_\_

**Acknowledgement of Receipt of Result Sheets**

I, Mr/ Ms \_\_\_\_\_ NRIC No. \_\_\_\_\_  
 acknowledge receipt of the above results sheets (total : \_\_\_\_\_ pages).

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 (Name & Signature of  
 company representative)