

Letter of Authorisation

Company Name	
BRN / UEN	

I, _____(Name) _____(NRIC) the sole-proprietor / partner / shareholder / company director / authorised officer (*delete non-applicable fields*) of the above-mentioned company, appoint the following person(s) to be the single-point-of contact (SPOC) to correspond, place any order(s) with Singtel and also to accept Singtel equipment on behalf of the company named above. If the below mentioned is unavailable at the point of transaction, he/she is also authorised to appoint another person to collect Singtel equipment on behalf of the company.

This letter is valid from _____ (DD/MM/YY) to _____ (DD/MM/YY).

List of SPOC

No.	Name (as in NRIC)	NRIC	Designation	Role	Contact No.	E-Mail Contact	Sample Signature
1				Main SPOC			
2				Billing / Mobile / ICT			
3				Billing / Mobile / ICT			
4				Billing / Mobile / ICT			
5				Billing / Mobile / ICT			
6				Billing / Mobile / ICT			

By submitting this form, you hereby declare that, you have obtained consent from the named individual(s) in this form, for the collection, use and disclosure of his/her personal data to Singtel and for the use of such data by Singtel for service, administrative, sales and marketing promotions related calls and purposes.

- I acknowledge that the above mentioned information is accurate and remains unchanged until notified by myself / company partner/ shareholder / directors (*delete non-applicable fields*), otherwise in writing to Singtel.
- I acknowledge that Singtel reserves the right to reject processing requests from appointed authorised officer(s) if they are found to have outstanding personal payments with Singtel.
- I acknowledge that the appointed authorised officer(s) carries a valid NRIC, Employment pass or S-Pass and that Singtel reserves the rights to reject processing any request(s) from the authorised officer(s) if otherwise.

Signature of Sole-proprietor / Partner / Shareholder /
Director / Authorised officer

Company Stamp

Date: _____