

**AUTHORISATION OF APPLICANT (AUTHORISED PERSONNEL)**

I/ We, the director(s)<sup>1</sup> of \_\_\_\_\_ (name of cleaning business) hereby authorise Dr/ Mr/ Ms/ Madam (**to delete accordingly**) \_\_\_\_\_ (name of applicant (authorised personnel)), NRIC No./ FIN \_\_\_\_\_, to represent our cleaning business in liaising with the NEA regarding all licensing matters including but not limited to the following:

- a) Submission of application(s) for a new licence or renewal of existing licence and to make declarations
  - b) Serving as a point-of-contact for the NEA, including facilitating any audits/ inspections by NEA's authorised officers
  - c) Updating of licensing information such as changes in the name of the cleaning business, status of registration under ACRA/ ROS, appointment of the CEO, Director, Managing Partner/ Partner, Proprietor or Chairman/ President(s) of the cleaning business, address and contact details
  - d) Payment of licence fee
- 2 By making the above authorisation, I/ we fully understand that:
- a) NEA will act upon the request made or the information provided by the abovenamed authorised personnel in respect of our licence application or the licence issued to our cleaning business, until this authorisation is withdrawn or replaced with another one; and
  - b) compliance to the application terms and conditions and declarations and the conditions of licence remain the responsibility of the Director(s), and the above authorisation will not exempt the Director(s) from any of the responsibilities stipulated under Part IXA of the Environmental Public Health Act and its associated subsidiary legislation.

| <b>Director 1</b>                | <b>Director 2 (if any)</b>       | <b>Director 3 (if any)</b>       | <b>Director 4 (if any)</b>       |
|----------------------------------|----------------------------------|----------------------------------|----------------------------------|
| _____<br>Signature               | _____<br>Signature               | _____<br>Signature               | _____<br>Signature               |
| _____<br>Name as in<br>NRIC/ FIN | _____<br>Name as in<br>NRIC/ FIN | _____<br>Name as in<br>NRIC/ FIN | _____<br>Name as in<br>NRIC/ FIN |
| _____<br>NRIC No./ FIN           | _____<br>NRIC No./ FIN           | _____<br>NRIC No./ FIN           | _____<br>NRIC No./ FIN           |
| _____<br>Job Title               | _____<br>Job Title               | _____<br>Job Title               | _____<br>Job Title               |
| _____<br>Date (dd/mm/yyyy)       | _____<br>Date (dd/mm/yyyy)       | _____<br>Date (dd/mm/yyyy)       | _____<br>Date (dd/mm/yyyy)       |

**\* For businesses with more than 4 Directors, please make copies of this appendix and fill in the remaining Directors' signatures and particulars accordingly.**

<sup>1</sup> Director(s) refer to the person(s) responsible for running the cleaning business e.g. CEO, Director, Managing Partner/ Partner, Proprietor or Chairman/ President.