

Form 2

Para 12(5)

Specimen Authorisation Letter for Parties Acting in Person

[Date]

To: The Registrar
Supreme Court
1 Supreme Court Lane
Singapore 178879
(Attn: SICC Registry)

Dear Sir,

CASE NUMBER: []

CASE NAME: []

**LETTER OF AUTHORISATION FOR COLLECTION OF COURT DOCUMENTS
AND MAIL FROM THE COURT**

Please be informed that I, (Name) (Personal identification number / Passport number), the [plaintiff/defendant] in the above captioned matter hereby authorise (Name) (Personal identification number / Passport number) to collect all court documents and mail from the court relating to the above-captioned matter on my behalf.

Thank you.

Yours faithfully,

[Signature]

[Name and contact details]