

REGISTERING COMPANY'S LETTERHEAD

(Company's Name, Address, Contact Nos & Fax Nos.)

(Please use original company letterhead only. Scanned or Photocopied company letterhead will **NOT** be accepted)

(LETTER OF CONSENT TO TRANSFER WORKER)

MANPOWER DEVELOPMENT DEPARTMENT
c/o BCA Academy
200 Braddell Road
Singapore 579700

Dear Sir

CONSENT TO TRANSFER THE FOREIGN WORKER(S)

We consent to transfer the following foreign worker(s) to

Month/Year of Test: _____

Country of Test: _____

Test Centre: _____

Name of worker(s)

NRIC / Passport No.

1. _____

2. _____

3. _____

4. _____

Yours faithfully,

DECLARATION

I/We hereby declare that this 'Consent to Transfer the Foreign Worker' letter is original.

Submitted by :

Name : _____

Contact No : _____

IC /PP No: _____

Signature/Date: _____

(Name)

(Designation)

*(This declaration is to be completed by person registering for verification.
The person must bring his IC/PP)*

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(DECLARATION BY EMPLOYER (COMPANY FIRM) FOR OVERSEAS TEST REGISTRATION)

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

<Date>

Dear Sir

Declaration By Employer** (Company /Firm) for Oversea Test Registration

1. I hereby authorize Mr./Miss * _____ of NRIC No: _____ of Applicant Company/ MOM's licensed employment agency* to submit the overseas test registration on behalf of my company.

Month of Test: _____ Country of test: _____

Oversea Test Centre (OTC): _____

2. I declare that all particulars given in this application (including Prior Approval and Form T1) are true and correct and I hereby give my consent to BCA to verify the particulars with any government Agency.
3. I am aware that if I make any false statement or produce any document which I know to be false, I shall be guilty of an offence.

Name of employer
Designation

NRIC Number of employer
Company Stamp

Signature of employer &

Information on MOM Licensed Employment Agency (Applicable if test registration is done through an Agency)

Employment Agency's stamp
Telephone Number

Employment Agency's Licence Number

Acknowledgement by registering OTC

We acknowledgement that we have checked that above submission is done by the authorised representative of **applicant company /MOM's licensed employment agency**

Date
representative)

(Name & Signature of OTC's

Note: *Delete where inapplicable

** Employer refers to the sole-proprietor or a partner in a partnership. For a limited company. It refer to a Director or a Manager.

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(RE-TEST DOCUMENT)

Date: _____

MANPOWER DEVELOPMENT DEPARTMENT

C/O BCA Academy

200 Braddell Road

Singapore 579700

Testing Department

Dear: Sir/Madam

Registration for re test for worker at

_____.

We have registered for No. _____ Worker for date: _____.

Unfortunately No. _____ Worker/s failed the test and we now wish to register for

No _____ Worker for re test.

We confirm that we have not brought in the workers and not fully utilized the approval quota.

Thank you

Your faithfully

Name:

Designation:

Company Stamp

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(AUTHORISATION LETTER – COLLECTION OF OVERSEAS TEST RESULT SHEETS)

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

(Scanned /photocopied Signature not accepted)

COMPANY'S STAMP

(Scanned /photocopied company stamp not accepted)

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)