< Company letterhead>

Date

**Centre for Continuing and Professional Education**

Singapore University of Social Sciences

463 Clementi Road

Singapore 599494

Dear Sir/ Madam

**Employee of Retail or MICE Industry**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name in IC) hereby declare that I had worked/ I am working in the retail/MICE industry in Singapore, from \_\_\_\_\_\_\_\_\_\_\_ (Date) to \_\_\_\_\_\_\_\_\_\_\_ (Date/current).

I also confirmed that my employment meet the following criteria:

1. Organisation must be registered or incorporated in Singapore
2. The position must be hired in accordance with the Employment Act
3. I am a Singapore Citizens or Singapore Permanent Residents

Name of company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact person from the company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Email)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Contact Number)

I have read **all** the terms and conditions with regard to the application for the Certificate and understand the eligibility to apply for any of the Certificates.

I understand I have to provide SUSS relevant employment documents to prove that I am working/have worked in the retail or MICE industry.

Thank you.

Yours sincerely

<Signature>

<Name>

<Designation>