



## LETTER OF AUTHORITY

(Specimen Letter of Authority for use by a company, which is a subsidiary proprietor)  
(To be submitted in the letterhead of the company)

**Date** :

Dear Sirs,

**Letter of Authority**

**CHANGE OF RESIDENTIAL ADDRESS: - FOR BILLING STATEMENTS TO BE RECEIVED**

We, \_\_\_\_\_, being the subsidiary proprietor of Block \_\_\_\_\_ Unit No. \_\_\_\_\_ hereby authorise Mr/Mrs/Ms \_\_\_\_\_ to represent effect the change of address on my behalf for the By virtue of Section 65(1) of the Building And Strata Management Act 2004, I/ hereby authorise that the address for service of all mf account billing statement/document/notice for my/our property be changed herein as follows.

Yours faithfully,

\_\_\_\_\_

**Signature**

**Signatory Name:** \_\_\_\_\_

**Contact Number:** \_\_\_\_\_

**Notes: This letter of authority must be SIGNED BY THE SUBSIDIARY PROPRIETOR/s (NAME AS LISTED IN THE STRATA ROLL – UNDER THE UNIT (#) CONCERNED): -**

**IMPORTANT NOTE:** Please be informed that in submitting this completed form online. You have grant us the right of use to work on your application and to disclose your personal data as it is reasonably required for the purposes stated above as the information s necessary for us to process your application. Thank you for your acknowledgement as in compliance to the PDPA data protection act, (Singapore).