

## Corporate Owner Letter Head

The Commissioner of Building Control  
Building and Construction Authority  
52 Jurong Gateway Road # 11-01  
Singapore 608550

Date: \_\_\_\_\_

Dear Sir

**Declaration and Authorization for purchase of building and structural plans at Building and Construction Authority for property:** \_\_\_\_\_

I, (full Name) \_\_\_\_\_ #UEN / ROS Number \_\_\_\_\_, the Director of the company (as listed in the ACRA Biz profile) of \_\_\_\_\_ which is the registered proprietor of the above address, I hereby declare that all information provided in this authorisation letter is true, accurate and up-to-date.

I authorize Mr/ Mdm \_\_\_\_\_ Mobile No (as in SingPass) \_\_\_\_\_ to inspect and purchase of approved plans for the above property.

Please feel free to contact me should you have clarification. Thank you.

Yours faithfully,

\_\_\_\_\_  
Authorized Signatory  
Full Name (Mobile Number)