NOTE: To be printed on the certifying entity’s letterhead. A certified true copy is required for letters from entities outside Singapore. SILE may require more information from applicants, such as evidence of employment of the Legal Counsel.

[Date]

Singapore Institute of Legal Education

(Attn: Director, Bar Admission and Examinations)

2 Havelock Road

#04-18 Havelock 2

Singapore 059763

**ENGAGEMENT IN RELEVANT LEGAL WORK BY**

[Legal counsel’s official full name]

This is to certify that the Legal Counsel named below has, for a period of not less than 6 months within a continuous period of 8 months, been engaged in work of a legal nature which is performed as a legal counsel in [name of corporation/entity]\*. The particulars of the relevant legal work (“**RLW**”) are:

Legal Counsel: [Legal counsel’s official full name]

NRIC / Passport No.: [●]

Date RLW commenced: [●]\*\*

Last day of RLW: [●]

2. During the RLW period:

(a) [Name of corporation/entity] declared closure for [●] day(s) (namely, [state dates]); and

(b) The legal counsel took [●] day(s) of leave (including medical, annual, reservist and compassionate leave) (namely, [state dates]).

3. The equity securities of [Name of corporation/entity] are listed on the official list of a securities exchange in [name of country], namely, [name of securities exchange]. Enclosed is a certified true copy of the documentary proof of such listing.

4. For clarifications, please contact [Name of a director of the corporation/entity][Designation] at [contact number] or [email address].

Yours faithfully,

*[This letter is to be hand-signed on hardcopy letterhead.]*

[Name of Director]

[Designation]

For [Name of Organisation/Entity]

Enclosure

\* *The Legal Counsel must be directly employed by the listed corporation/entity instead of a subsidiary.*

\*\* *The RLW can only commence after the Legal Counsel has passed the final examination of the recognised law degree.*