



**Request of Supporting Letter Form**

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

From:

Name of Applicant:			
Name of Company:			
Company/Applicant's address:			
Telephone No.:		Mobile No.:	
Email address:			

To;  
Head of Boards,  
Boards Management Office, Level 2,  
Ministry of Health,  
Brunei Darussalam.

I am writing to request a letter of recommendation in support of my application below (please tick  appropriate box);

- Application for supporting letter of **registering a new company** related to health.
- Application for supporting letter of **obtaining/renewing foreign worker license/pass** related to health as per listed below;

No.	Worker's Name	Gender		Post	Country	Passport No.
		M	F			
1.						
2.						
3.						
4.						
5.						

Note: please provide additional worker(s) list in a separate attachment (if applicable).

With this, I enclose copies of relevant documents as per required for your reference. Thank you.

Your faithfully,

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( )

Required documents:

**Registering a new company**

1. Copy of applicant's National Identity Card
2. Company's Logo (if any)
3. Proposal paper of setting up company (objectives, services offered, worker's post and qualification, premise layout etc.)

**Foreign worker(s) license/pass**

1. Copy of Foreign Worker License
2. Copy of Letter of Approval of employing foreign worker
3. Copy of valid Health and Beauty Establishment (EKK) license
4. Copy of Company Registration Certificate
5. Copy of workers' qualification certificate in health related to their post