January 01, 2021

Supervisor  
Cargo Accounts Office  
The Port Authority of Trinidad and Tobago  
Dock Road  
**Port of Spain**

Dear Sir/Madam,

I, Jane Smith of One Woodbrook Place, Port of Spain, DP# 9201234 or ID# 123456789 or PP# T123456 hereby authorize Customs Clerk **Patrick Star** to conduct all transactions related to the processing of documents and clearance of cargo on my behalf as it relates to Bill of Lading ABCXYZ123.

Please see information in the table below with respect to his credentials.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of  Broker | Broker License No. | Expiry Date | Wharf Pass No. | Expiry Date | Specimen Signature |
| Patrick Star | B123 | 10.06.2021 | C 567 | 31.12.2021 |  |

The relevant copies of identification of both parties are attached.  
  
Thanking you in advance for your kind assistance.

Respectfully,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
Jane Doe  
Mobile: 456-7890