January 01, 2024

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

**Re: Employment of in-house Customs Broker/Clerk**

Dear Sir/Madam,

Please be advised that **Mr. Patrick Star, Grade 3** is employed with **XYZ Company Ltd.** and is authorised to conduct all transactions related to the processing of documents and clearance of cargo on our behalf.

Mr. Star’s Wharf Pass number is C12345 and his Customs Clerk’s Licence number is xxxx

Mary John, Licenced Customs Broker, BRxxxxx, has been engaged to provide brokerage services to XYZ Company Limited.

Please find attached copies of valid Wharf Pass, Customs Broker’s/Clerk’s Identification and one form of National Identification each for Mr. Patrick Star and Ms Mary John.

Respectfully, Patrick Star  
 \_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Patrick Star  
Authorised signatory\* Grade 3

Position Customs Clerk’s Licence #xxxx  
Mobile: 456-7890

**PLACE COMPANY**

**STAMP HERE**

\* A copy of any form of National Identification for the Authorised signatory must also be attached.