January 01, 2024

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

**Re: Employment of Customs Clerks**

Dear Sir /Madam,

Please be advised that I, John Doe, Licensed Customs Broker BR#......., have the following Customs Clerks under my employ:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name of  Customs  Clerk | Grade | Customs Clerks/ Brokers License No. | Expiry Date | Wharf Pass No. | Expiry Date | Specimen Signature |
| Jane Doe | Apprentice | Required | Required | Required | Required | Required |
| Adam Smith | 3 | Required | Required | Required | Required | Required |
| Stacey Ali | 2 | Required | Required | Required | Required | Required |

Jane Doe is supervised by Adam Smith.

Attached also are valid copies of Customs Clerk’s Identification, Wharf Pass and one form of National Identification for the persons identified above. A copy of my Customs Broker’s Identification and one form of National Identification are attached.

The following Clients have employed me to conduct transactions related to the clearance of cargo on their behalf:

* XYZ Company Ltd.
* Sample Inc.

Respectfully,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
John Doe

Customs Broker

Customs Broker’s Licence # ……