

# ABC BROKERAGE COMPANY

123 Sample City, Trinidad

January 01, 2021

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

Re: Authorisation of Customs Clerks/ Brokers

Dear Sir/Madam,

Please be advised that the following Customs Clerks/ Brokers are employed with ABC Brokerage Company and are hereby authorized to sign documents and clear cargo on behalf of the following client(s).

- XYZ Company Ltd.
- Sample Inc.
- John Doe

Name of Customs Clerk	Grade	Customs Clerks/ Brokers License No.	Expiry Date	Wharf Pass No.	Expiry Date	Specimen Signature
Adam Smith	3	B123	10.06.2021	C 567	31.12.2021	
Stacey Ali	2	B456	31.12.2021	C 789	10.06.2021	

Where a Customs Clerk is an Apprentice, the supervising Customs Clerk/ Broker must be identified.

Attached are the relevant copies of identification for the persons identified in the table and my Driver's permit or National Identification or Passport.

All courtesies that can be extended will be greatly appreciated.

Respectfully,

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

PLACE  
STAMP HERE