(Date)

* **Insert Company Letter Head**

In-Country Value (ICV) Division

Ministry of Energy

Prime Minister’s Office Building,

Jalan Perdana Menteri, Bandar Seri Begawan,

Negara Brunei Darussalam

Dear Sir/Madam,

**Re: Support Letter for Special Authorization Work Pass (SAWP) Application**

This is to certify that the personnel listed below is/are being commissioned by:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of Local Vendor/ Company** | |  | | | | | | **Employment Agency (If any)** | | | |  | | |
|
| **Contract/ PO No. (If any)** | |  | | | | | | **Insurance Company** | | | |  | | |
|
| **Duration of Contract/PO** | | **Begin** | | | **End** | | | **Guarantor Company** | | | |  | | |
| dd/mm/yyyy | | | dd/mm/yyyy | | |
|  | | | | | | | | | | | | | | |
| **Purpose of visit** | |  | | | | | | | | | | | | |
|
|
| **Applied Duration** | | Days | | Months | | | Years | | | From: | | | | dd/mm/yyyy |
|  | |  | | |  | | | To: | | | | dd/mm/yyyy |
|  | | | | | | | | | | | | | | |
| **Extension** | | Yes / No | | | | If Yes, state the total duration from the first application: | | | | | Months | | | |
|  | | | |
|  | | | | | | | | | | | | | | |
| **No.** | **Name** | | **Position in the Company** | | | | | | **Nationality** | | | | **Passport No.** | |
| 1 |  | |  | | | | | |  | | | |  | |
| 2 |  | |  | | | | | |  | | | |  | |
| 3 |  | |  | | | | | |  | | | |  | |
| 4 |  | |  | | | | | |  | | | |  | |
| 5 |  | |  | | | | | |  | | | |  | |
| 6 |  | |  | | | | | |  | | | |  | |

We appreciate your kind assistance in considering our request for SAWP for the individual(s) mentioned above.

|  |
| --- |
| Applicant’s Initial |

Thank you for your cooperation.

Yours faithfully,

For [**State Company Name**]

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Name of Applicant** |  |  |
|  |  | Position Title |  |  |

CC

* YM Pesuruhjaya Buruh, Jabatan Buruh, Kementerian Hal Ehwal Dalam Negeri.
* YM Pengarah, Jabatan Imigresen dan Pendaftaran Kebangsaan, Kementerian Hal Ehwal Dalam Negeri.
* YM Ketua Cawangan Pejabat Buruh, KB, Jabatan Buruh, Kementerian Hal Ehwal Dalam Negeri.