

## Letter of Authorisation

### SAMPLE FORMAT

[Insert Organisation's Letterhead]

[Insert Date]

Manager

Mandai Crematorium & Columbarium

300 Mandai Road

Singapore 779393

Dear Sir/Mdm,

### **Authorisation of Funeral Services Provider to Apply for Permit to Cremate and Cremation**

1. This is to confirm that *[Insert Name of Deceased, death cert No.]*  
\_\_\_\_\_ was a resident of *[Insert Organisation Name]*  
\_\_\_\_\_ from *[Insert Date of 1<sup>st</sup> Admission to Last Day]* \_\_\_\_\_  
to \_\_\_\_\_. The resident was referred by *[Insert Name of Hospital or Referring  
Organisation etc.]* \_\_\_\_\_.

*Please kindly tick on the appropriate box*

☐ **If the resident has no known Next-of-Kin (NOK) or family members**

*Brief Social Background of Resident*

--

**Please state the no. of years of no contact from NOK/family:** \_\_\_\_\_ Years

- ☐ If the resident has NOK/family members, but are uncontactable or uninvolved

*Brief Social Background of Resident*

**Please state the efforts made to engage NOK/family** (e.g. phone call, mail, face-to-face meeting, etc.)

---

**Please state the no. of attempts made:** \_\_\_\_\_

2 The resident is not known to have left any written instruction(s) that he/she should not be cremated. We have carried out attempts to contact or seek any possible NOK/family members to no avail. As such, our organisation would like to apply for the Permit to Cremate and the cremation of the deceased and we shall be bound by the Terms and Conditions for cremation. Our organisation acknowledge\* that

- ☐ There is no evidence suggesting the presence of a pacemaker or similar device in the body of the deceased. / There is a pacemaker or similar device in the body of the deceased but it has been removed.
- ☐ There is a pacemaker that cannot be removed by the doctor and needs to be removed by a mortician.

*\*Based on doctor's certification*

3 \_\_\_\_\_[Name of appointed Funeral Services Provider's company] is authorised to apply for permit to cremate and cremation for the deceased

4 The particulars given are true to the best of our knowledge. We hereby agree to indemnify and hold harmless the Agency against any legal suit, claims, damages, losses, expenses or costs (including those asserted by third parties) arising directly or indirectly from the cremation of the deceased person. We also conscientiously believe the statements made by us in this form are true in every particular to the best of our knowledge, belief and ability.

5 We note that the National Environment Agency (NEA) collects personal information to carry out its various functions and duties under the National Environment Agency Act 2002 including the implementation of environmental and public health policies in Singapore and any

other related purposes. We hereby consent to NEA's use of the information provided by us in the course of any application we have made to the NEA, to facilitate the processing of such application for such purposes and for other purposes relating to specific services. We hereby further consent to NEA sharing the information in such application with other Government agencies, or non-government entities authorised to carry out specific government services, unless prohibited by legislation.

Please feel free to contact us at *[Insert Organisation's Contact no.]* \_\_\_\_\_ if you require further clarifications. Thank you.

Best Regards,

\_\_\_\_\_ *[Insert signature/company's stamp]*

Name:

Designation: