

EMPLOYMENT CERTIFICATE REQUEST

Instructions

- The employment certification request form must be completed before submission to the HR department.
- The processing time will be as follows:

Type of Request	Submission	Collection
Normal	Daily before 1pm	2 working days after 5pm
Urgent	Daily before 1pm	1 working day after 5pm

PART A - TO BE COMPLETED BY REQUESTER

Tick in the box(✓)

Name: **Paige Gan**

Employee No: **00771**

☒ Normal Request ☐ Urgent Request

☒ NRIC / ☐ FIN / ☐ WP No: **S9133724Z**

I would like to request for a proof of employment in the Company for the following reason/purpose:
(Attach a copy of supporting document to this form, if any)

☐ PR Application (For Own / ☐ Spouse / ☐ Children / ☐ Parents)

☐ PR Renewal

☐ HDB matters

☐ Bank Loan application

☐ General

☐ Visa (Country: _____)

☒ Others (please indicate)

LHN Parking Application

Information in the letter:

☐ Basic Salary

☐ Hire Date

☒ Job Title

☒ Letter addressed to:

LHN

☐ Address of organisation:

☐ Others (please indicate)

PART B – FOR HR USE

PART C – DOCUMENT COLLECTION

Date received: **2/12/2024**

Signature:



Requester's signature / Date



03 Dec 2024

2nd December 2024

To LHN SEASON PARKING

Dear Sir/Madam,

EMPLOYMENT CERTIFICATION

This is to certify that Ms. Gan Min of NRIC No. S9133724Z, has been an employee at Nanofilm Technologies International Limited since 3rd January 2022. She currently holds the position of Senior Manager – Internal Communication.

Should you require any further information or verification, please contact Winnie Soh at 6870 0131 or email at winnie.soh@nti-nanofilm.com.

Yours faithfully,



Michelle Lee
Director – Corporate HR & Singapore Site GM
HR & Administration Department