

## Organisation and Personnel Details Update Template

Please provide all the details below in your company's letter head. The template should be signed by your CEO or Head of Department. You may upload a scanned copy of the completed template and send it to us through <https://portal.ssg-wsg.gov.sg/feedback>.

Fields	Information required from you
Ownership of Company	Wholly Local/Wholly Foreign/Local & Foreign Joint Ventures*
If not wholly local, please specify % of foreign ownership	_____ **% Percentage Foreign Owned
Employment Size	Group Level _____**
	Company Level _____**
Annual Sales Turnover	Group Level _____**
	Company Level _____**

\* Delete where applicable

\*\* Fill in the figures in the blanks provided

<p><b>1. For Chief Executive Officer (CEO)</b>            Salutation:            Name as in NRIC:            Identification type: NRIC/FIN            Identification number:            Designation:            Email address:            Receive email notification: YES/NO            Contact number:</p>	<p><b>3. For System Admin (EASY Admin User)</b>            Salutation:            Name as in NRIC:            Identification type: NRIC/FIN            Identification number:            Designation:            Email address:            Receive email notification: YES/NO            Contact number:</p>
<p><b>2. For Finance Officer</b>            Salutation:            Name as in NRIC:            Identification type: NRIC/FIN            Identification number:            Designation:            Email address:            Receive email notification: YES/NO            Contact number:</p>	<p><b>3. For Role: Management Representative 1</b>            Salutation:            Name as in NRIC:            Identification type: NRIC/FIN            Identification number:            Designation:            Email address:            Receive email notification: YES/NO            Contact number:</p>

### Endorsement by CEO (may be delegated to Head of Department)

*(Signature)*

\_\_\_\_\_  
 Name of CEO

\_\_\_\_\_  
 Date [DD/MM/YYYY]