

Letter of Employment

Instructions

The Letter of Employment is to be submitted when the Certificate Applicant requires the name of his Organisation to be displayed in his certificate. This letter should accompany the POR Document and the Signature Verification Letter. This letter is to be:

1. In the prescribed format only and printed on the letterhead of the Organisation in the Certificate Request
2. Completed and Signed by the Authorised Signatory of the Organisation, who attested the other documents
3. The Authorised Signatory must affix:
 - The Organisations seal on the document
 - His signature and full name
 - His official telephone number and e-mail id, so that SafeScrypt may contact him in this regard
4. Only a hard copy is valid and must be filed. However, the order can be processed with a faxed copy provided the original will be couriered to you at the earliest.
5. Submit all documentation to SafeScrypt either through the SafeScrypt authorized agents or by courier to the following address:

<< To be Printed on the Company Letter Head >>

Letter of Employment

Certificate Applicant Information

First Name: _____

Last Name: _____

Email ID: _____

I, (Name of the Authorised Signatory) _____, certify that on (Date) _____, (Name of the Certificate Applicant) _____ is an employee of our organization (Organisation Name) _____ and that the Applicant's Employee ID is (Employee ID) _____. I acknowledge by my signature, that the Applicant information in this document is complete and accurate as per our office records.

(Signature of Authorised Signatory)

(Company Seal)

Details of Authorised Signatory

Full Name: _____

Organisation Name: _____

Designation: _____

Email Address: _____

Phone Number: _____