

## ANNEX A : CONFIRMATION BY EMPLOYER/SUPERVISOR

**IMPORTANT:**

- 1) This is applicable only to credential applicants who are providing career advisory as an employee (including self-employed) of an organisation.
- 2) The total number of clients and practice hours in **Annex A** must tally with the figures declared in **Form 1**.
- 3) Please attach a separate confirmation by supervisor if you have different supervisors for the past 3 years.

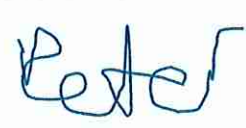
I confirm that **(John Tan)** is currently / was employed by my organisation as a **(Career Consultant)** for the period **(Jan-18 to Feb-17)** and he/she has fulfilled the following requirements to the best of my knowledge.

**(1) Total Number of Unique Clients Served During the Period of Employment**

Type	Individuals	Group	Total
Number of Clients	70	10	80

**(2) Total Number of Practice Hours Clocked Served During the Period of Employment**

Mode	Contact	Non-Contact	Total
Number of Hours	700	100	800

Supervisor's Comments (if any)	
Supervisor's Name	Peter Ng
Supervisor's Job Title	HR Director
Supervisor's Agency/Institution	GHI
Supervisor's Contact Number	6 7654321
Supervisor's Email	Peter_ng@ghi.gov.sg
Supervisor's Signature	
Date	<b>8 Oct 2018</b>

Company Stamp: Company Stamp GHI

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**IMPORTANT:**

- 1) This is applicable only to credential applicants who are providing career advisory as an employee (including self-employed) of an organisation.
- 2) The total number of clients and practice hours in Annex A must tally with the figures declared in Form 1.
- 3) Please attach a separate confirmation by supervisor if you have different supervisors for the past 3 years.

I confirm that (John Tan) is currently / was employed by my organisation as a (Senior HR Manager) for the period (Mar-17 to Oct-18) and he/she has fulfilled the following requirements to the best of my knowledge.

**(1) Total Number of Unique Clients Served During the Period of Employment**

Type	Individuals	Group	Total
Number of Clients	20	10	30

**(2) Total Number of Practice Hours Clocked Served During the Period of Employment**

Mode	Contact	Non-Contact	Total
Number of Hours	405	95	500

Supervisor's Comments (if any)	
Supervisor's Name	Emelia Tan
Supervisor's Job Title	HR Director
Supervisor's Agency/Institution	ABC Pte Ltd
Supervisor's Contact Number	6 3456789
Supervisor's Email	emelia@abc.com.sg
Supervisor's Signature	
Date	<b>8 Oct 2018</b>

Company Stamp: Company Stamp ABC Pte Ltd

## ANNEX B : CONFIRMATION BY HOSTING ORGANISATION

**IMPORTANT:**

- 1) This is applicable only to credential applicants who are providing career advisory as a freelancer, or on a pro-bono basis.
- 2) The total number of clients and practice hours in Annex B must tally with the figures declared in Form 1.
- 3) Please attach a separate confirmation by hosting organisation if there are different engagements for the past 3 years.


I confirm that **John Tan** is / was engaged in the position of **(Volunteer (Career Development))** by this organisation from **Dec-15\_ to Sep-18** and he/she has fulfilled the following requirements to the best of my knowledge.

**(1) Total Number of Unique Clients Served During the Period of Employment**

Type	Individuals	Group	Total
Number of Clients		20	20

**(2) Total Number of Practice Hours Clocked Served During the Period of Employment**

Mode	Contact	Non-Contact	Total
Number of Hours	95	5	100

Officer's Comments (if any)	
Officer's Name	June Lim
Officer's Job Title	Employment Services Manager
Officer's Agency/Institution	XYZ
Officer's Contact Number	6 3216547
Officer's Email	junelim@xyz.com.sg
Officer's Signature	
Date	8 Oct 2018

Company Stamp: **Company Stamp XYZ**

