

Annex A

**CONFIRMATION BY EMPLOYER/SUPERVISOR\* (For Employed /Self-employed)**

I confirm that **John Tan** is currently/was<sup>^</sup> employed by my organisation as **Career Consultant** for the period **Jan-16** (mm/yy) to **Feb-17** (mm/yy) and he/she<sup>^</sup> has fulfilled the following requirements to the best of my knowledge.

- 1) Total number of practice hours clocked during the period of employment:  
**800** total hours, of which **700** were contact hours and **100** were non-contact hours.
- 2) Total number of unique clients (at a group and individual level) served during the period of employment:  
**80** clients

Remarks: Click here to enter text.

<sup>^</sup>delete accordingly

\*Please attach a separate confirmation by supervisor if you have different supervisors for the past 3 years set out in Table 1, Table 2 and Table 3.

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:

**8 Oct 2018**

Company Stamp: **Company Stamp GHI**