**ANNEX A : CONFIRMATION BY EMPLOYER/SUPERVISOR**

**IMPORTANT:**

1. **This Annex A is only for 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 indicated below must tally with the figures declared in Section C (1) and (2) in Form 1.**
3. **Please attach a separate confirmation if you have different supervisors for the past 3 years.**
4. **Please note that, with effect from 01 Oct 2021, credential applications will be randomly selected for audit. Audit details will be shared only when you are selected. No sensitive client details will be required.**

I confirm that **(**Click here to enter text.**)** is currently / was employed by my organisation as a **(**Click here to enter text.**)** for the period **(**Click here to enter a date. ***to*** Click here to enter a date.**)**

I also confirm that during the last 3 years from **(**Click here to enter a date. ***to*** Click here to enter a date.**), (**Click here to enter text.**)** has fulfilled the requirements for the credential application as indicated below:

**(1) Total Number of Unique Clients Served in the Last Three Years**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type** | **Individuals** | **Group** | **Total** |
| **Number of Clients** | Enter Number | Enter Number | Enter Number |

**(2) Total Number of Practice Hours Clocked in the Last Three Years**

|  |  |  |  |
| --- | --- | --- | --- |
| **Mode** | **Contact** | **Non-Contact** | **Total** |
| **Number of Hours** | **Enter Number** | **Enter Number** | **Enter Number** |

|  |  |
| --- | --- |
| **Supervisor’s Comments (if any)** | Click here to enter text. |
| **Supervisor’s Name** | Click here to enter text. |
| **Supervisor’s Job Title**  | Click here to enter text. |
| **Supervisor’s Agency/Institution**  | Click here to enter text. |
| **Supervisor’s Contact Number** | Enter Number |
| **Supervisor’s Email**  | Click here to enter text. |
| **Supervisor’s Signature**  | Insert Signature |
| **Date**  | Click here to enter a date. |

**Company Stamp**: