[On Company letterhead]

I, [Director full name], ID number [ID Number], director of [Legal entity name and registration number] (“Company”) and principal holder of the business account ("Account") held with Aspire FT Pte. Ltd. ("Aspire"), hereby instruct and direct Aspire to update the Account access rights of the following person(s) ("Person") from ‘Admin’ to ‘Finance-transfer’ / ‘Finance-submit’ / ‘Employee’ *(delete as appropriate)* with effect from [Date]:

Name:

Email:

ID Number:

Contact Number:

The Company acknowledges that it shall be liable for any actions on the part of the Person. Aspire shall not be liable to the Company for any losses the Company may suffer on account of acting on this letter and/or on actions provided by the Person.

Signature

[Print name]

Title: Director