##### ANNEX 1

Letter of Authorisation Template

*[To be printed on Company Letterhead of Product Owner]*

Medical Devices Cluster

Health Products Regulation Group

Health Sciences Authority

*[Date]*

Dear Sir/Madam,

**Subject:** Letter of Authorisation for *[name of Registrant (Company Name)]*

We, *[name of Product Owner (Company Name)]*, as the Product Owner, hereby authorise *[name of Registrant (Company Name)],* as the Registrant to prepare and submit applications for the evaluation and registration of medical devices to the Health Sciences Authority on our behalf.

This authorisation shall apply to the following medical devices:

*[List containing product names of medical devices]*

We also authorise *[name of Registrant (Company Name)]* to make declarations and to submit documents on our behalf, regarding the above medical devices, in support of this application. These declarations and submissions are made pursuant to the requirements of the Health Products Act, the Health Products (Medical Devices) Regulations and any other applicable laws that may also be in force.

This authorisation shall remain in effect until our notification to the Health Sciences Authority in writing (either by postal mail or email) that the authorisation is revoked.

We undertake to provide post-market support and assistance to the Registrant as may be required in relation to any matter involving the above medical devices.

We acknowledge that any non-compliance with any registration condition issued by the Health Sciences Authority in relation to medical devices registered on the Singapore Medical Device Register may result in the suspension or cancellation of the medical device registration.

We agree to assist the Health Sciences Authority with any request for information on the above medical devices.

Yours sincerely,

*[Signature]*

*[Full Name and Title of Senior Company Official]*

*[Name and address of company]*