



## Singapore Storage & Warehouse Pte Ltd

2 Kallang Avenue, #08-25 CT Hub

Singapore 339407

Tel : (65) 6444 8242

Co. Reg. No. 198703228N

### REQUIREMENTS FOR REGISTRATION

Dear Customer,

Kindly be informed that you would need to bring along the following items/documents to register with SSW during which we would provide all relevant details to your company and explain/clarify any doubts and enquiries that you might have.

- a) A copy of the ACRA report, dated not more than **1 week**.
- b) **Only the director or owner** of the company reflected in the ACRA report is authorized to register with SSW.
- c) NRIC or Passport for verification purposes.
- d) Name card for each director or owner.
- e) Company stamp.
- f) If there are additional signatories, a letter of authorization from your management is required. These signatories are authorized to handle transactions (inbound and/or outbound) pertaining to your stocks.
- g) Confirmation on scheme from Enterprise Singapore: RSS or PRSS

Kindly contact **Mr Cris Chiam, Warehouse Manager** at 6758 9553 or email him at [crischiam@ssw.sg](mailto:crischiam@ssw.sg) to fix an appointment for registration.

***\*\* Please take note that all registrations will be appointment based only. Registration appointment will be scheduled between Monday to Friday; 1000hrs to 1700hrs.***

***\*\* Customers who are unable to meet the appointment schedule will need to write in via the email indicated above. SSW will reschedule the appointment and inform customers on the new appointment date.***