**[[SAMPLE REQUEST LETTER FORMAT]]**

 **[Company Information]**

 Date :

Mr. David Manning

Controller and Police Commissioner

National Control Centre and RPNGC

Independent State of Papua New Guinea

 Dear Controller,

 [Insert Request details]

**[SAMPLE]**

|  |  |
| --- | --- |
| Name of Traveller Consistent with Passport  | **Mary Jane** |
| Date of Birth  | **22-Jul-85** |
| Nationality  | **Australian** |
| Passport Number  | **PA123456** |
| PNG Visa Type  | **Working Resident Employment Visa** |
| Work Permit Number  | **123456** |
| Intended Travel Date  | **10-Aug-20** |
| 14 Day Quarantine Location / Hotel  | **Holiday Inn and Suites** |

**Additional Instructions on Filing the Air Passenger Travel Form (APTF)**

1. Traveller must strictly fill out APTF version 6.3

2. Details must be factual

3. Name has to be consistent with name on Passport

4. ID must be strictly Passport

5. Temporary Address must be the “Quarantine Location” Address

6. Emergency Contact must be a reliable contact person in the case of an emergency

7. All Contact addresses including phone numbers and emails must be reliable