

[[SAMPLE REQUEST LETTER FORMAT]]

[Company Information]

Date :

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 July 1985
Nationality	Australian
Passport Number	PA123456
PNG Visa Type	Working Resident Employment Visa
Work Permit Number	123456
Intended Travel Date	10 August 2020
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 4.1
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