

Operational Needs Letter Template
(To be Printed on Company Letterhead)

[Insert Company Name]
[Insert Company Phone Number]
[Insert Company Address]
[Insert Company ABN]

Date: **DD/MM/YYYY**

The Authorised Issuing Officer
Gladstone Ports Corporation Limited
44 Goondoon Street
GLADSTONE Qld 4680

To Whom it May Concern,

This is to certify that the bearer of this letter **[Legal Name of Employee]**, is an employee of **[Name of Company]** and has an operational need for a Maritime Security Identification Card. In the course of **his/her** duties **he/she** is required to enter and remain in a Maritime Security zone as **he/she** has a business connection with the Maritime industry as an **[Role of Employee eg Boilermaker]**.

Main Port(s) for usage of card: **[Main port/s where work will be carried out e.g. Port of Gladstone]**

Frequency of Usage: **[Approximate number of entries to port/s per annum]**

Regards,
[Signature of Manager]

[Name of Manager]
[Manager Position]