

Authorisation Letter
Collection of Transcript / Diploma Certificate/ Certification Letter

To: Officer-in-Charge

I, _____, _____,
(Applicant's name in full as in NRIC/FIN) *(Last 4 alpha-numeric of NRIC/FIN)*

hereby authorise

_____, _____,
(Authorised representative's name in full as in NRIC/FIN) *(Last 4 alpha-numeric of NRIC/FIN)*

to collect the following document(s) on my behalf *(please ✓ accordingly)*:

- ☐ Transcript(s) / Copy of transcript(s)
- ☐ Diploma Certificate / Replacement of Diploma Certificate
- ☐ Certification Letter
- ☐ Others, please specify _____

Applicant's Signature: _____ Date: _____

Important Note

For verification purposes, the authorised representative will be required to produce the following documents during collection:

- Signed authorisation form by the applicant
- The authorised representative's identity card or passport