



NAME: \_\_\_\_\_ CLASS: \_\_\_\_\_

**Collection of A-Level Certificate and School Graduation Certificate**

If you are unable to collect your A-Level Examination Certificate & School Graduate Certificate personally, you may authorise **immediate** family members, official guardian or local sponsor (in case of foreign students) by duly completing the letter of authorisation below. Note that the Authorised Person is required to bring along this letter and his/her Identification document (e.g. NRIC) for verification purposes.

Thank you for your understanding.

\_\_\_\_\_ Do Not Detach \_\_\_\_\_

**LETTER OF AUTHORISATION**

To: CJC

I, \_\_\_\_\_ (NRIC No \_\_\_\_\_) of

Class \_\_\_\_\_ (Year \_\_\_\_\_), authorise my \_\_\_\_\_ (*state relationship*),

\_\_\_\_\_ (*Name of authorised person*) of NRIC

No. \_\_\_\_\_ to collect my A-Level Certificate and School Graduation

Certificate on my behalf.

Thank You.

\_\_\_\_\_  
Signature of CJCian & Date

Contact No: \_\_\_\_\_

\_\_\_\_\_  
Signature of Authorised Proxy & Date  
(to be signed in the presence of the General  
Office staff issuing the certificate)

Contact No.: \_\_\_\_\_