



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.: _____