



St Andrew's Junior College

Letter of Authorisation

Dear Saints,

If you are unable to collect your 2015 GCE A-level Examination Certificate and School Graduation Certificate in person, please complete this authorization letter.

The person whom you authorise to collect your certificates must bring along this letter as well as his/her identity card for verification purpose.

LETTER OF AUTHORISATION

(Purpose: Collection of 2015 G.C.E 'A' level Exam Certificate & S.G.C.)

I, _____ (NRIC/FIN No: _____),
Student's statutory name

of Civics Group: _____, hereby authorise _____
Proxy's name

(NRIC/FIN No: _____), to collect my 2015 G.C.E 'A' level Exam

Certificate and S.G.C on my behalf.

Student's Signature

Date

Student's Contact Number : _____

Student's Email Address : _____

Proxy's Contact Number : _____

For Official Use

Acknowledgement of Collection of documents by Proxy: _____

Proxy's Signature

Date of Collection: _____

Issued By: _____ *(Name of Office Staff)*