



EVERGREEN SECONDARY SCHOOL

11 Woodlands St. 83, Singapore 738489

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Email : evergreen_ss@moe.edu.sg

This form may take you 5 minutes to complete. Please take note of the following points when you fill in the form.

Important Notes:

- 1) The appointed proxy must be aged 21 and above.
- 2) The appointed proxy should bring the completed Proxy Form and supporting documents to the child's school. The supporting documents are:
 - A photocopy of parents' or proxy's NRIC (both sides)
 - A photocopy of students' NRIC/Ez-Link Card

The appointed proxy must produce their original NRIC at the school when requested.

(A) Collection by Parent/Legal Guardian*

To: Evergreen Secondary School

On behalf of _____ (Name of Child/Ward*), _____ (BC/FIN No.),
I am here to:

| | | <i>Tick where Appropriate</i> |
|---|---|--------------------------------------|
| 1 | Collect School Graduation Certificate (SGC) | |
| 2 | Collect NRIC | |
| 3 | Others (Please specify): | |

Name of Parent/Legal Guardian*

Signature

Date

Parent Contact No.

(B) Authorization of Proxy by Parent/Legal Guardian*

To: Evergreen Secondary School

I, parent/guardian* of _____ (Name of Child/Ward*), _____ (BC/FIN No.),
would like to appoint Mr/Mrs/Mdm/Miss* _____ (Name of Proxy),
_____ (BC/FIN No.) to:

| | | <i>Tick where Appropriate</i> |
|---|---|--------------------------------------|
| 1 | Collect School Graduation Certificate (SGC) | |
| 2 | Collect NRIC | |
| 3 | Others (Please specify): | |

By appointing the proxy, I have authorized the person to act on my behalf without any reservation. I will bear full responsibility if the proxy fails to perform any of the above as authorized by me.

Name of Parent/Legal Guardian*

Signature

Date

Parent Contact No.

For official use only

Name of Parent/Legal Guardian*: _____

Verified by: _____

NRIC Number: _____

(Staff Name)