

To be completed by Parent / Legal Guardian\*



**Ministry of Education  
SINGAPORE**

Name of Child/ Ward : \_\_\_\_\_  
BC/FIN/Passport No.\*: \_\_\_\_\_  
Contact No. : \_\_\_\_\_

**PROXY FORM**

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 both parents'/legal guardian's NRIC/FIN (both sides)/ Passport
  - A photocopy of the Birth Certificate/Passport of the child
  - A photocopy of the proxy's NRIC/FIN (both sides)/ Passport

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

To: Principal of \_\_\_\_\_ (Name of School)

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

		Tick where Appropriate
1	Submit DSA-Sec Application Form	
2	Submit DSA-Sec School Preference Form	
3	Collect S1 Option Form/ PSLE results slip/ PSLE certificate and other relevant documents	
4	Submit S1 Option Form	
5	Collect/ submit school forms for Secondary 1 admission	

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

I also understand that, by authorising the proxy to complete and submit the DSA-Sec Application Form/ DSA-Sec School Preference Form/ S1 Option Form\*, any choices made by the proxy would be officially binding.

\_\_\_\_\_  
Name of Parent/Legal Guardian\*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

NRIC/FIN/Passport No.\*: \_\_\_\_\_

\* Delete where appropriate