



Ministry of Education
SINGAPORE

To be completed by Parent/Guardian*:

Name of Child : _____
NRIC/FIN/Passport No* : _____
Contact No. : _____

PROXY FORM

Please use this proxy form to nominate another adult to collect the GCE O-Level Certificate/Form A from your child's secondary school or request for Form A/submit the completed JAE Worksheet through MOE.

This form may take you 5 minutes to complete.

Important Notes:

- 1) The appointed proxy must be aged 21 and above.
- 2) The appointed proxy is required to submit this completed proxy form and relevant supporting documents listed below to the school during JAE application period. The supporting documents are:
 - Parents' /guardian's NRIC/Passport
 - Child's NRIC/Birth Certificate/Passport
 - Child's Singapore-Cambridge GCE O-Level Certificate
 - Child's CCA Certificate
 - Proxy's NRIC

To: Ministry of Education

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

1	Collect GCE O-Level Certificate, Form A or other relevant documents**	Yes / No*
2	Submit the completed JAE Worksheet	Yes / No*

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 completed JAE Worksheet, any choices made by the proxy would be officially binding.

Name of Parent/Guardian*

Signature

Date

NRIC/FIN/Passport No*: _____

* Please delete as appropriate

** Private Candidates will receive their results by post and Form A via email.