

LETTER OF AUTHORISATION
COLLECTION OF GCE A LEVEL CERTIFICATE

To whom it may concern:

I, _____ [name of student] of _____ [CT],
_____ [ID details] hereby authorise _____ [name],
_____ [ID details] to collect the following items on my behalf:

- 1) GCE A Level Certificate [Year: _____]
- 2) School Graduation Certificate (SGC)
- 3) CCA Certificate
- 4) Yearbook

My proxy (named above) would provide proof of identity with a photo-ID when he or she comes to collect the certificates on my behalf. This letter of authorisation would also be retained by the college.

If there is any clarification needed, I can be reached at _____ [mobile no].

Thank you.

Sincerely

Name and Signature

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For College use:

I, _____ [name of proxy] declare that I have collected:

| | Items | Issued? (Y / N) | Proxy's signature |
|---|---------------------------------------|-----------------|-------------------|
| 1 | GCE A Level Certificate [Year: _____] | | |
| 2 | School Graduation Certificate (SGC) | | |
| 3 | CCA Certificate | | |
| 4 | Yearbook | | |

Collection processed by: _____ [Name of YIJC staff and date]