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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

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]