



Dunman High School
10 Tanjong Rhu Road Singapore 436895
Tel: +65 63450533
Fax: +65 63442316

Date: _____

Authorisation Letter

Dear Sir/Madam

I, _____, _____, hereby authorise
(name of student) (NRIC/ FIN/ Passport No)+
_____, _____ to collect the
(name of person) (NRIC/ FIN/ Passport No)+

the following documents on my behalf:

- (i) _____ GCE A Level result slip,
(year of exam)
- (ii) _____ GCE A Level certificate and
(year of exam)
- (iii) Singapore Graduation Certificate.

My representative understands that he/she will be required to produce his/her documents for identification purpose when collecting the said documents for me.

I also confirm that my representative shall have the authority to sign for acknowledgement of the receipt of the said documents.

I understand that I shall be fully responsible for the non-delivery, if any, of the said documents from my representative.

Yours faithfully,

_____ (signature)

+ Please circle the appropriate