

## AUTHORISATION FORM

For Collection of:

- Certificates   
  Statement of Results   
  Academic Transcripts   
  Certified Statements

### **NOTES TO APPLICANT :**

- 1 This form should only be completed if you are unable to collect an official document from ITE in person and would like to authorise a proxy to collect on your behalf.
- 2 For verification purpose, the proxy is required to produce/submit the following documents during collection:
  - a. This Authorisation Form
  - b. A photocopy of the applicant's NRIC/FIN (both sides)
  - c. A photocopy of the proxy's NRIC/FIN (both sides)
  - d. Proxy's original NRIC/Work Permit/Student Pass
- 3 ITE shall not be held responsible for any loss or damage after your proxy has collected the item(s).

### **Particulars of Applicant**

Name : \_\_\_\_\_

ITE College : \_\_\_\_\_

Course : \_\_\_\_\_

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

Contact No. : \_\_\_\_\_

### **Particulars of Proxy**

Name : \_\_\_\_\_

Relationship : \_\_\_\_\_

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

Contact No. : \_\_\_\_\_

### **Applicant's Authorisation**

I, the undersigned, hereby authorise the above person to collect the document(s) on my behalf.  
I declare that I have read and understood the instructions stated above.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

### **For Proxy**

I have collected the above stated document(s) on behalf of the above stated applicant.

\_\_\_\_\_  
Signature of Proxy

\_\_\_\_\_  
Date