

LETTER OF AUTHORISATION

To: Kent Ridge Secondary School

I, parent / guardian* of:

Name of Child / Student: _____ ,

NRIC / FIN / Passport No.: _____ ,

Contact no.: _____ ,

would like to appoint:

Mr / Mrs / Mdm / Miss* _____ (Name of Proxy),

NRIC / ID No.: _____

Relationship to the student: _____

Contact no.: _____

to collect the GCE N(A) / N(T) / O-Level Examination result slips, examination certificates and other related documents on my child/ward's behalf. 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.

Important Notes:

- The appointed proxy must be aged 21 and above.
- The bearer of this letter must produce his/her NRIC, with this completed form at the school's general office for authentication purposes.

Name of Parent / Guardian*

Signature

Date

NRIC / ID

Contact

* Please delete as appropriate