



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