Authorisation Form
For Collection

Important Notes:
1. Applicant must complete this form to authorise the collection by a proxy.
2. The proxy will be required to produce the following documents during the collection:
   - Signed authorisation form by applicant
   - Copy of the applicant’s Identity Card (both sides) or Passport (personal particulars page)
   - The proxy’s Identity Card or Passport

To: Officer-in-charge, One Stop @ SAC

I, the undersigned applicant, hereby authorise, ___________________________,
(full name)

NRIC/passport no. ______________________, Contact Number: _______________

to collect the following documents. (please tick & indicate) on my behalf:

[ ] Transcript(s)
[ ] Degree Certificate(s)
[ ] Others: _______________________

Applicant’s Details

<table>
<thead>
<tr>
<th>Applicant’s Name:</th>
<th>Contact Number:</th>
<th>Degree Conferred:</th>
</tr>
</thead>
<tbody>
<tr>
<td>(in FULL &amp; BLOCK LETTERS)</td>
<td></td>
<td>(where applicable)</td>
</tr>
</tbody>
</table>

Matric No: _______________________

Signature: _______________________

Date: _______________________

Updated: May 2016