



Ministry of Education
SINGAPORE

To be completed by Parent/Guardian*:

Name of Child	:	_____
NRIC/FIN/Passport No*	:	_____
Contact No.	:	_____

PROXY FORM

Please use this proxy form to nominate another adult to collect the GCE O-Level Certificate/Form A from your child's secondary school or request for Form A/submit the completed JAE Worksheet through MOE.

This form may take you 5 minutes to complete.

<p>Important Notes:</p> <p>1) The appointed proxy must be aged 21 and above.</p> <p>2) The appointed proxy is required to submit this completed proxy form and relevant supporting documents listed below to the school during JAE application period. The supporting documents are:</p> <ul style="list-style-type: none"> • Parents' /guardian's NRIC/Passport • Child's NRIC/Birth Certificate/Passport • Child's Singapore-Cambridge GCE O-Level Certificate • Child's CCA Certificate • Proxy's NRIC

To: Ministry of Education

I, parent/guardian* of _____ (Name of Child),

_____ (NRIC/FIN/Passport No.*), would like to appoint Mr/Mrs/Mdm/Miss*

_____ (Name of Proxy), _____ (NRIC no.) to:

1	Collect GCE O-Level Certificate, Form A or other relevant documents**	Yes / No*
2	Submit the completed JAE Worksheet	Yes / No*

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.

I also understand that, by authorising the proxy to complete and submit the completed JAE Worksheet, any choices made by the proxy would be officially binding.

Name of Parent/Guardian*

Signature

Date

NRIC/FIN/Passport No*: _____

* Please delete as appropriate

** Private Candidates will receive their results by post and Form A via email.