

Authorisation Letter

To: Officer-in-Charge

I, _____, *NRIC / FIN/ Student no _____

authorise *Mr/Mdm/Ms _____ with *NRIC / FIN /

Student No _____ to collect the following on my behalf:

Please tick one of the following boxes:

- CCA Certificate
- Diploma Certificate and Transcript
- Student Status Letter
- Replacement of Diploma Certificate / Transcript
- Replacement of CCA Certificate
- Others, please specify _____

Signature: _____

Date: _____

*delete where applicable