

RAFFLES JUNIOR COLLEGE

Fm: Student Name

NRIC No.

Class

Contact No.

Collection of 'A' Level Certificate and/or School Graduation Certificate (SGC)

1. If you are not able to collect your certificates personally, you may authorise either your family member or friend by duly completing the letter of authorisation below.
2. The authorized person is required to bring along his/her NRIC/FIN Identification Card when making the collection.
3. Please collect the certificates at Student Affairs Centre between 8.30am to 5.30pm (Monday – Friday).

Thank you for your kind understanding and co-operation.

.....**Do Not Detach**.....

LETTER OF AUTHORISATION

**To: Student Affairs Centre
Raffles Junior College
Block D, Level 1
10 Bishan Street 21
Singapore 574013**

I would like to authorise (state relation),
..... (Name of authorised person) NRIC No
..... to collect the above mentioned documents on my behalf.

Yours sincerely

.....
Signature of Rafflesian & Date