

## Authorisation Letter for Document Collection

Dear Sir / Madam,

I, \_\_\_\_\_ (Name of Student), \_\_\_\_\_ (NRIC/FIN Number),

\_\_\_\_\_ (Course), hereby

authorize \_\_\_\_\_ (Name of Proxy),

\_\_\_\_\_ (Proxy NRIC/FIN Number), to receive the (please tick where applicable):

Academic Transcript

Modular/Post-Modular Certificate

Completion Letter

Statement of Certification

Diploma Certificate

Statement of Exams Results

made under my NRIC/FIN. I will not hold the Polytechnic liable for any damage or loss of documents collected by proxy.

I confirm that the authorized person named above will have on hand the hardcopy documents set out below for verification by your counter staff:-

1. This Authorisation Letter duly signed by me
2. A copy of my NRIC/FIN
3. My Appointed Proxy's **Original** NRIC/FIN Card

If any of the above documents is not produced, I agree that the counter staff may withhold my document.

Yours Sincerely,

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date