



# EVERGREEN SECONDARY SCHOOL

11 Woodlands St. 83, Singapore 738489

Tel : 6365 6392 Fax: 6365 8083

Email : evergreen\_ss@moe.edu.sg

This form may take you 5 minutes to complete. Please take note of the following points when you fill in the form.

**Important Notes:**

- 1) The appointed proxy must be aged 21 and above.
- 2) The appointed proxy should bring the completed Proxy Form and supporting documents to the child's school. The supporting documents are:
  - A photocopy of parents' or proxy's NRIC (both sides)
  - A photocopy of students' NRIC/Ez-Link Card

The appointed proxy must produce their original NRIC at the school when requested.

## (A) Collection by Parent/Legal Guardian\*

To: Evergreen Secondary School

On behalf of \_\_\_\_\_ (Name of Child/Ward\*), \_\_\_\_\_ (BC/FIN No.),  
I am here to:

		<i><b>Tick where Appropriate</b></i>
1	Collect School Graduation Certificate (SGC)	
2	Collect NRIC	
3	Others (Please specify):	

Name of Parent/Legal Guardian\*

Signature

Date

Parent Contact No.

## (B) Authorization of Proxy by Parent/Legal Guardian\*

To: Evergreen Secondary School

I, parent/guardian\* of \_\_\_\_\_ (Name of Child/Ward\*), \_\_\_\_\_ (BC/FIN No.),  
would like to appoint Mr/Mrs/Mdm/Miss\* \_\_\_\_\_ (Name of Proxy),  
\_\_\_\_\_ (BC/FIN No.) to:

		<i><b>Tick where Appropriate</b></i>
1	Collect School Graduation Certificate (SGC)	
2	Collect NRIC	
3	Others (Please specify):	

By appointing the proxy, I have authorized the person to act on my behalf without any reservation. I will bear full responsibility if the proxy fails to perform any of the above as authorized by me.

Name of Parent/Legal Guardian\*

Signature

Date

Parent Contact No.

**For official use only**

Name of Parent/Legal Guardian\*: \_\_\_\_\_

Verified by: \_\_\_\_\_

NRIC Number: \_\_\_\_\_

(Staff Name)