

AUTHORISATION FORM FOR COLLECTION OF GRADUATION CEREMONY GUEST INVITATION CARDS/ GRADUAND ATTENDANCE CARD

Before completing this form, please read the instructions & notes below.

Date received

INSTRUCTIONS & NOTES

1. This form is only used by students who are graduating from Republic Polytechnic (RP) and would like to authorize a proxy to collect the guest invitation cards/ graduand attendance card.
2. For verification purpose, the proxy is required to produce the following documents during collection:
 - a. Completed authorisation form
 - b. A copy of the applicant's NRIC (both sides) or RP Student Pass
 - c. The proxy's NRIC or passport.
3. RP, including its staff members, shall not be held responsible for any loss or damages to the guest invitation cards/ graduand attendance card after your proxy has collected the items and RP will not replace them.

Particulars of Applicant (Graduand)

Name: _____

NRIC/FIN: _____

Student ID: _____

Tel/Handphone: _____

Course of Study: _____

Particulars of Proxy (Authorized Person)

Name: _____

NRIC/FIN: _____

Tel/Handphone: _____

Applicant's Authorisation

I, the undersigned applicant, hereby authorize the above person to collect the guest invitation cards/ graduand attendance card on my behalf.

I declare that I have read and understood the instructions and notes stated above.

Signature of Applicant (Graduand)

Date

For Official Use (Signature of Proxy Upon Collection)

I have collected the guest invitation cards/ graduand attendance card on behalf of the above stated applicant.

Signature of Proxy (Authorized Person)

Date