



Ministry of Education
SINGAPORE

To be completed by Parent / Guardian*

Name of Child : _____
BC/FIN/Passport No.*: _____
Contact No. : _____

PROXY FORM

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 both parents' /guardian's NRIC/FIN (both sides)/ Passport
 - A photocopy of the Birth Certificate/Passport of the child
 - A photocopy of the proxy's NRIC (both sides)

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

To: Principal of _____ (Name of School)

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

		<i>Tick where Appropriate</i>
1	Submit DSA-Sec Application Form	
2	Submit DSA-Sec School Preference Form	
3	Collect S1 Option Form/ PSLE results slip and other relevant documents	
4	Submit S1 Option Form	
5	Collect/ submit school forms for Secondary 1 admission	

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

I also understand that, by authorising the proxy to complete and submit the DSA-Sec Application Form/ DSA-Sec School Preference Form/ S1 Option Form*, any choices made by the proxy would be officially binding.

Name of Parent/Guardian*

Signature

Date

NRIC/FIN/Passport No.*: _____

* Delete where appropriate