

To be completed by Parent / Guardian*:



Ministry of Education
SINGAPORE

Name of Candidate	:	_____
NRIC / FIN / Passport No.:		_____
Secondary School	:	_____
Contact No.	:	_____

PROXY FORM FOR DIRECT SCHOOL ADMISSION – JUNIOR COLLEGES (DSA-JC) EXERCISE

Please use this proxy form to appoint a proxy to submit the DSA-JC Acceptance Form / Cancellation Form / Withdrawal Form.

This form may take you 5 minutes to fill in. 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.
- 2a) For DSA-JC acceptance, the appointed proxy is required to bring the completed Proxy Form and supporting documents as listed below to the Junior College.
- 2b) For DSA-JC cancellation / withdrawal, the appointed proxy is required to bring the completed Proxy Form and supporting documents as listed below to Ministry of Education, Customer Service Centre.
- 3) The supporting documents are:
 - A photocopy of the NRIC (both sides) / Passport of the student
 - A photocopy of the parents' / guardian's NRIC (both sides) / Passport
 - (for cancellation / withdrawal) The original Offer letter and Acceptance Form from the school
 - A photocopy of the proxy's NRIC (both sides)

The appointed proxy is required to produce his / her original NRIC.

To: Principal of _____ (Name of School)

I, parent / guardian* of _____ (Name of Candidate),

_____ (NRIC / FIN / Passport No.*), would like to appoint Mr / Mrs / Mdm / Miss*

_____ (Name), _____

(NRIC No.) to act on my child / ward's behalf to:

		Please tick
1	Submit DSA-JC Acceptance Form (Form DJ-3)	
2	Submit DSA-JC Cancellation Form (Form DJ-4)	
3	Submit DSA-JC Withdrawal Form (Form DJ-5)	

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 the Acceptance / Cancellation / Withdrawal Form, any decisions made to accept / cancel / withdraw by the proxy would be officially binding.

Name of Parent / Guardian*

Signature

Date

NRIC / FIN / Passport No.*: _____

* Please delete accordingly