

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.

Please take note of the following points when you fill in the form.

<p><u>Important Notes:</u></p> <p>1) The appointed proxy must be aged 21 and above.</p> <p>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.</p> <p>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.</p> <p>3) The supporting documents are:</p> <ul style="list-style-type: none"> • 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) <p>The appointed proxy is required to produce his / her original NRIC.</p>

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-2)	
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 Father / Mother / Guardian*

Signature

Date

NRIC / Passport No.: _____

* Please strikethrough accordingly