



Ministry of Education  
SINGAPORE

To be completed by Parent / Guardian \*

Name of Candidate	:	_____
BC/FIN/Passport No.	:	_____
Primary School	:	_____
Contact No.	:	_____

**PROXY FORM**

Please use this Proxy Form if you nominate another adult to:

- collect the School Preference Form/DSA-Sec results
- submit the completed School Preference Form
- register at the posted secondary school on your behalf

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

<p><b><u>Important Notes:</u></b></p> <p>1) The appointed proxy must be aged 21 and above.</p> <p>2) The appointed proxy should bring the completed Proxy Form and supporting documents to the child's school. The supporting documents are:</p> <ul style="list-style-type: none"> <li>• A photocopy of the parents' NRIC (both sides)</li> <li>• A photocopy of the Birth Certificate/Passport of the student</li> <li>• A photocopy of the proxy's NRIC (both sides)</li> </ul> <p>The appointed proxy must produce their original NRIC at the school when requested.</p>
--

To: Principal of \_\_\_\_\_ (Name of School)

I, parent/guardian\* of \_\_\_\_\_ (Name of Candidate),

\_\_\_\_\_ (BC/FIN/Passport No.), would like to appoint Mr/Mrs/Mdm/Miss

\_\_\_\_\_ (Name), \_\_\_\_\_ (NRIC No./FIN/Passport

No.) to:

		Please circle	
1	Collect and/or submit the School Preference Form	Yes	No
2	Collect DSA-Sec result	Yes	No
3	Report to secondary school for registration	Yes	No

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 School Preference Form, any preferences made by the proxy would be officially binding.

\_\_\_\_\_  
Name of Father/ Mother/ Guardian \*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

NRIC/FIN/Passport No.: \_\_\_\_\_

\* Please delete accordingly