

To be completed by Parent/ Guardian/ Proxy\* :

Name of Candidate	:	_____
NRIC no./FIN*	:	_____
Contact No.	:	_____



Ministry of Education  
SINGAPORE

### PROXY FORM

This proxy form is to be used if you nominate another adult to collect the GCE 'O' Level results slip/Form A or to submit the duly completed JAE Worksheet.

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 age 21 and above.
- 2) The appointed proxy is required to bring the completed proxy form and supporting documents as listed below to Ministry of Education, Customer Service Centre (MOE-CSC) during JAE registration period. The supporting documents are:
  - Candidate's original NRIC or Birth Certificate or Student Pass or Passport
  - Candidate's original Singapore-Cambridge GCE 'O' level Certificate(s) or Result Slip(s)
  - Candidate's original Secondary School's Report Book or CCA Certificate(s)

The appointed proxy is required to produce original NRIC at MOE-CSC during JAE registration period.

To: Ministry of Education,

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

\_\_\_\_\_ (NRIC no./FIN\*), would like to appoint Mr/Mrs/Mdm/Miss\*

\_\_\_\_\_ (Proxy's Name), \_\_\_\_\_ (NRIC

no.) to be my child/ward's proxy to:

		Delete where not applicable*	
1	Collect GCE 'O' Level Examination results slip, Form A and other relevant documents on my behalf**	Yes	No
2	Submit the duly completed JAE Worksheet on my behalf	Yes	No

By appointing the proxy, I have authorized 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 authorized by me.

I also understand that, by authorizing the proxy to complete and submit the duly completed JAE Worksheet, any choices made by the proxy would be officially binding.

\_\_\_\_\_  
Name of Parent/Guardian

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

\* Please delete as appropriate

\*\* Private Candidates will receive their results by post