

## **COLLECTION OF 2007 SINGAPORE CAMBRIDGE GCE 'O' LEVEL CERTIFICATES**

Dear Parents / Guardians

The 2007 Singapore Cambridge GCE O Level Certificate is ready for collection. These are the certificates for the candidates who took their 'O' level examination in 2007.

Please refer to the collection details below:

Collection Date : 17 Mar 2008 – 23 May 2008 (Monday – Friday)

Collection Time : 9am – 4pm

Collection Venue : General Office

Please bring along the **original** NRIC / Birth Certificate / Passport of the candidate for verification purpose.

If the candidate is not able to collect his certificate, he may authorise the Proxy to collect the certificate on his behalf. The authorised Proxy must bring along his/her and the candidate NRIC / Birth Certificate / Passport together with a letter of authorisation at the point of collection. (Please use the provided template for the letter of authorisation).

### **Please note: Certificate Amendment**

An administrative service of S\$50 per certificate will be payable for any request for reprinting of certificates due to amendments in personal particulars.

Please be informed that any request for amendments of certificates will not be accepted after 23 May 2008.

### **Payment**

The school will not accept cheque payment for the admin service fee. Only cash payment will be accepted.

### Letter of Authorisation

To the officer in charge,

I, \_\_\_\_\_(Candidate), NRIC No: \_\_\_\_\_

authorise \_\_\_\_\_(Proxy), NRIC No: \_\_\_\_\_

to collect my **2007 SINGAPORE CAMBRIDGE GCE 'O' LEVEL CERTIFICATE**  
on my behalf. My proxy has my NRIC / Birth Certificate / Passport for verification  
purposes.

Thank you

\_\_\_\_\_(Candidate's Name)

\_\_\_\_\_(Candidate's Signature)

\_\_\_\_\_(Date)

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I have collected the above 2007 'O' level certificate.

\_\_\_\_\_(Proxy's name)

\_\_\_\_\_(Proxy's Signature)

\_\_\_\_\_(Date)