

Authorisation Letter for Collection of Certificate and Academic Transcripts by Proxy

To: SP PACE Academy

Dear Sir/Madam,

I, the undersigned hereby authorize

.....,
Name of Proxy

..... to collect, on my behalf, the diploma certificate and academic transcripts for
NRIC/FIN No. of Proxy

.....
Name of Diploma

My proxy understands that he/she* will be required to produce this letter and his/her* NRIC/FIN for identification and verification purpose when collecting the documents for me.

I confirm that my proxy has the authority to sign for acknowledgment of receipt of the documents, and I will hold full responsibility for any non-delivery of documents by my proxy.

Graduate's Details

Full Name as per NRIC: _____

Student ID Number: _____

Contact Number: _____

Email Address: _____

Signature: _____

Date: _____

**delete where required*