

To be completed by Parent / Guardian



Ministry of Education  
SINGAPORE

Name of Child : \_\_\_\_\_  
BC/FIN/Passport No. : \_\_\_\_\_  
Contact No. : \_\_\_\_\_

### PROXY FORM

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

**Important Notes:**

- 1) The appointed proxy must be aged 21 and above.
- 2) The appointed proxy should bring the completed Proxy Form and supporting documents to the child's school. The supporting documents are:
  - A photocopy of both parents' NRIC (both sides)
  - A photocopy of the Birth Certificate/Passport of the child
  - A photocopy of the proxy's NRIC (both sides)

The appointed proxy must produce their original NRIC at the school when requested.

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

I, parent/guardian\* of \_\_\_\_\_ (Name of Child),  
\_\_\_\_\_ (BC/FIN/Passport No.), would like to appoint Mr/Mrs/Mdm/Miss\*  
\_\_\_\_\_ (Name), \_\_\_\_\_ (NRIC No. ) to:

		<i>Tick where Appropriate</i>
1	Collect DSA School Preference Form	
2	Submit DSA School Preference Form	
3	Collect S1 Option Form/ PSLE results slip and other relevant documents	
4	Submit S1 Option Form	
5	Report to secondary school for registration	

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/S1 Option Form\*, any choices made by the proxy would be officially binding.

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

\* Delete where appropriate