



Ministry of Education  
SINGAPORE

To be completed by Parent / Guardian\*

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.

<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 both parents' /guardian's NRIC/FIN (both sides)/ Passport</li> <li>• A photocopy of the Birth Certificate/Passport of the child</li> <li>• A photocopy of the proxy's NRIC/FIN (both sides)/ Passport</li> </ul> <p>The appointed proxy must produce their original NRIC/FIN/Passport at the school when requested.</p>
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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 of Proxy), \_\_\_\_\_ (NRIC/FIN/Passport  
 No.) to:

		<i>Tick where Appropriate</i>
1	Submit DSA-Sec Application Form	
2	Submit DSA-Sec School Preference Form	
3	Collect S1 Option Form/ PSLE results slip/ PSLE certificate and other relevant documents	
4	Submit S1 Option Form	
5	Collect/ submit school forms for Secondary 1 admission	

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 and submit the DSA-Sec Application Form/ DSA-Sec 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