



# SEMBAWANG SECONDARY SCHOOL

<http://www.sembawangsec.moe.edu.sg>

30 Sembawang Crescent Singapore 757704

Tel: 67566760 Fax: 67585380

## SCHOOL GRADUATION CERTIFICATE (SGC) COLLECTION PROXY NOMINATION FORM

Please use this form to nominate a proxy to collect your School Graduation Certificate (SGC) from the General Office.

### Important Notes:

- 1) The appointed proxy must be aged 18 and above, except for siblings of graduated students studying in Sembawang Secondary School.
- 2) The appointed proxy is required to bring the completed proxy form and present his/her NRIC at the school identity verification.

To be completed by Graduands

To: **Sembawang Secondary School**

I, \_\_\_\_\_ (Name of Graduand),  
\_\_\_\_\_  
(NRIC), \_\_\_\_\_ (Contact), would like to appoint  
\_\_\_\_\_  
(Name of Proxy), \_\_\_\_\_ (NRIC No. of Proxy),  
\_\_\_\_\_  
(Relationship to Graduand), to collect the School Graduation Certificate (SGC) on my  
behalf.

By appointing the proxy, I have authorised the person to act on my behalf without reservations. I will bear full responsibility if the proxy fails to perform any of the above as authorised by me.

\_\_\_\_\_  
Name of Graduand

\_\_\_\_\_  
NRIC

\_\_\_\_\_  
Signature & Date