

REQUEST FOR REPLACEMENT OF DIPLOMA CERTIFICATE

(For Graduates of Temasek Polytechnic)

This form may take you 10 minutes to fill in:

You will need the following information to fill in the form:

- Applicant's Nric/Passport Number and Year of Graduation
- Payment Mode (NETS / Cashcard / Cash / Cheque)
- Reason for replacement of diploma certificate

INSTRUCTIONS:

- 1) Application must be made in PERSON. Please fill up Section A of this form and submit the completed form to One-stop Service Centre (OSC).
- 2) A **non-refundable fee** of S\$21.40 (inclusive of prevailing GST) will be charged for **each request**. Payment must be made in full at the point of application.
- 3) Application for replacement due to change of name or damaged certificate, the original certificate must be returned to TP at the point of application. Deed Poll must be produced for verification for replacement due to change of name.
- 4) The Diploma Certificate will be available for collection after **5 working days** from the date of submission.
- 5) If you are unable to collect your Diploma certificate personally, you may authorise someone to collect on your behalf. Your proxy is required to produce the completed Proxy Form (Please refer to bottom of the form), your Identity Card/ Passport / Birth Certificate and his/her Identity Card.
- 6) The Polytechnic **WILL NOT** be liable for any damage to or loss of the Diploma Certificate collected by the proxy.
- 7) Diploma Certificate that is not collected within 90 days will be discarded.

SECTION A : TO BE COMPLETED BY APPLICANT

Name : _____ NRIC No/Passport No.: _____

Diploma / Course Name: _____ Year Graduated: _____

Tel No : _____ (Home) : _____ (Handphone) : _____ (Office) _____

REASON (Please tick the appropriate box)

Damaged Change of Name Lost

DECLARATION :

I declare that the information & documents furnished with this application are true and correct. I have not wilfully suppressed any material fact.

Signature of Applicant : _____ **Date :** _____

SECTION B : FOR RO/OSC USE ONLY

Amt Paid : _____ (NETS / Cashcard / Cash / Cheque)* Receipt No : _____ Date Received: _____

Collection Date : _____

** delete accordingly*

SECTION C: ACKNOWLEDGEMENT FOR COLLECTION OF DIPLOMA AT OSC

Name : _____ Signature: _____ Date : _____

----- Detach if necessary -----

SECTION D: REQUEST FOR COLLECTION OF DIPLOMA BY PROXY

I hereby authorise (Name) _____, NRIC/Passport No. _____ to collect my Diploma Certificate on my behalf.

Name of Applicant : _____ **Signature:** _____ **Date :** _____

Note: Your proxy will be required to bring the completed Proxy Form, your Identity Card/ Passport / Birth Certificate and his/her Identity card for collection of the above document.