

TEMASEK POLYTECHNIC
APPLICATION FOR REPLACEMENT OF MATRICULATION CARD

This form may take 5 minutes to complete.

INSTRUCTIONS :

1. For lost card, complete **Section A & B** of this form. Complete **Section A** only for other replacement reason.
2. Upon completion, submit the form at OSC for further processing.
3. Pay a non-refundable replacement fee of **\$10.20** (inclusive of prevailing GST) for replacement of lost[^] / damaged^{^^} card.
4. Collect the new card after 3 working days from the official date of receipt by OSC. If you are unable to collect the card personally, you may authorise someone to collect on your behalf. (A letter of authorisation and proof of identification must be produced by the person)

Notes :

[^] **Please inform Library of the loss of your card as you will be responsible for any lost or damage to material check out against your lost card.** You are to surrender the card should it be found after reporting of the loss.

^{^^} You are to surrender the damaged/existing card upon collection of your new card

~~~~~  
**SECTION A : To be completed by student**

Name : \_\_\_\_\_ Admission no. : \_\_\_\_\_

Course : \_\_\_\_\_ Year of Study : \_\_\_\_\_ Telephone no. : \_\_\_\_\_

Tick (✓) the appropriate box below to indicate the reason for replacement

**Card lost** (I declare that I lost my matriculation card. I will surrender the card should it be found after reporting loss.)

**Card damaged**     **Card defaced**     **Card faulty<sup>^^^</sup>**     **Others**    Expiry Date

<sup>^^^</sup> *Surrender your faulty card for rectification together with this request form.*

**DECLARATION BY STUDENT :**

I declare that all information and particulars given above are true and accurate to the best of my knowledge and I have not suppressed any material fact.

Signature : \_\_\_\_\_ Date : \_\_\_\_\_

~~~~~  
SECTION B : FOR LIBRARY USE ONLY (Library's Stamp)

Updated by : _____

Date : _____

Old barcode no. : _____

SECTION C : FOR RO/OSC USE ONLY

Date of receipt : _____

Receipt No. : _____

TPSAMs Updated by / Date: _____

~~~~~  
**SECTION D : To be completed by student upon collection of the new matriculation card**

I acknowledge receipt of my new matriculation card and confirm that my particulars printed on the card are correct.

Signature : \_\_\_\_\_ Date : \_\_\_\_\_

~~~~~  
Letter of Authorisation

I hereby authorise Name : _____, NRIC/ Passport No. : _____ to collect my replacement matriculation card on my behalf. Proof of his / her identification will be provided at collection.

Student's Name / Signature / Date