

## APPLICATION FOR REPLACEMENT OF MATRICULATION CARD FOR PART-TIME COURSES

This form may take you 10 minutes to fill in. You will need the following information:

- Admission Number
- Course Title

### INSTRUCTIONS:

- 1) Please fill up **Section A** of this form.
- 2) To **replace a damaged/ defaced<sup>1/</sup> matric card**, please complete and email this form to [cetadmin@tp.edu.sg](mailto:cetadmin@tp.edu.sg). No payment is required.
- 3) To **replace a lost<sup>2/</sup> matric card**, please make a **non-refundable replacement fee of S\$10.70** (inclusive of GST) via [www.axs.com.sg](http://www.axs.com.sg) (AXS Stations - island-wide, AXS m-Station and AXS e-Station) using Payment Item Code:

**DCETMCARD**

- 4) After payment, email the **completed form and receipt** to [cetadmin@tp.edu.sg](mailto:cetadmin@tp.edu.sg) for processing. You may collect the new card from Temasek SkillsFuture Academy (TSA) 5 working days from the date of submission.

Notes: <sup>1/</sup> Please surrender the damaged / defaced card upon collection of your new card in order to get a free replacement.

<sup>2/</sup> Please inform Library (via email: [asklib@tp.edu.sg](mailto:asklib@tp.edu.sg)) on the loss of your matric card as you will be responsible for any lost or damage to material(s) checked out against your lost card. Please surrender the card should it be found after reporting the loss.

### SECTION A: TO BE COMPLETED BY APPLICANT

Name: \_\_\_\_\_ Adm No.: \_\_\_\_\_

Contact Nos.: \_\_\_\_\_ (HP) \_\_\_\_\_ (O) \_\_\_\_\_ (H)

Course: \_\_\_\_\_

#### Report Loss of Matric Card

I declare that I lost my matric card. I will surrender the card should it be found after reporting loss.

I would like to request for a replacement card (non-refundable replacement fee of \$10.70).

#### Request for Replacement of Matric Card

Card damaged       Card defaced       Others \_\_\_\_\_  
(Damaged or defaced card to be surrendered upon collection of new card)

### DECLARATION

I declare that the information furnished in this form is true and correct. I have not wilfully suppressed any material fact. I also understand that the onus is on me to report the loss of card to library.

Signature of Applicant: \_\_\_\_\_ Date : \_\_\_\_\_

### SECTION B: FOR OFFICIAL USE

Received by : _____ (name/date)	Old Barcode No. : _____
Receipt No. : _____	New Barcode No. : _____
Date sent to TSA : _____	Updated by : _____ (name/date)

### SECTION C: ACKNOWLEDGEMENT FOR COLLECTION OF MATRIC CARD REPLACEMENT

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

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

### SECTION D: REQUEST FOR COLLECTION OF MATRIC CARD BY PROXY

I hereby authorise, Name: \_\_\_\_\_, NRIC No./ FIN. : \_\_\_\_\_ to collect my matriculation card replacement on my behalf.

Name of Applicant: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note: Your proxy is required to bring the duly completed and signed Proxy Form, your Identity Card and his/ her Identity Card for collection of the above document.**