



## APPLICATION FOR REPLACEMENT OF CERTIFICATE

This form may take you 3 minutes to fill in. You will need the following information to fill in the form:

- NRIC/FIN
- Exam scheme, exam/test series & exam/test centre/ITE College

### NOTES TO APPLICANT :

- 1 Replacement of certificate would only be allowed if the student name is spelt wrongly on the certificate.
- 2 Application for replacement of certificate must be submitted within 3 months from the certificate issue date.
- 3 **Original certificate and supporting document e.g. NRIC/Work Permit/Student's Pass** must be submitted together with the completed application form to any of the ITE Customer Service Centres.
- 4 In cases where it is impossible to reprint the original certificate due to a change in certificate format and signatory, a certified statement will be issued in place of the certificate.
- 5 A non-refundable administrative fee of \$10 is payable per certificate replaced.
- 6 The applicant will be informed within one week from the date of application, to collect his certificate at ITE HQ Customer Service Centre. Certificate must be collected within two weeks after notification.

### I TO BE COMPLETED BY APPLICANT

Name (in capital letters as in NRIC/Work Permit/Student's Pass):


ID No (NRIC/FIN):

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Local Mailing Address:

Tel No (Home):

Tel No (Office/HP):

\* Please  in the appropriate  where applicable

#### A Exam Scheme \*

- Full-time Training   
 Part-time Skills Training   
 Traineeship   
 Train the Trainer Programme  
 ITE Approved Training Provider   
 Certificate in BEST   
 Certificate in WISE  
 ITE Approved Training Centre

B Exam/Test Series (Month/Year) : \_\_\_\_\_

C Exam/Test Centre/ITE College : \_\_\_\_\_

### Items To Be Amended on Certificate (Please write the correct information to be printed)

Correct Name:

\_\_\_\_\_

#### For Official Use by Customer Service Centre

Verified supporting documents  Yes

Updated in eStudent  Yes

Signature of Applicant

Date

**II FOR OFFICIAL USE**

**Customer Service Centre (HQ / CC / CE / CW\*)**

\*Delete where not applicable

The admin fee is \$ \_\_\_\_\_. The Receipt Number is \_\_\_\_\_ dated \_\_\_\_\_

Documents Received: \_\_\_\_\_

Remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Name & Designation Date

**Examination Services/Systems Department**

Remarks: \_\_\_\_\_

Processed by: \_\_\_\_\_  
Name & Designation Signature & Date

**Customer Service Centre, HQ**

Remarks: \_\_\_\_\_

Collected by: \_\_\_\_\_  
Name & Designation Signature & Date

**III TO BE COMPLETED BY APPLICANT WHEN COLLECTING THE CERTIFICATE**

I acknowledged receipt of the New Certificate, Certificate Number \_\_\_\_\_ dated \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Name of Applicant Signature & Date

**IV TO BE COMPLETED BY AUTHORISED PERSON COLLECTING THE CERTIFICATE**

I acknowledged receipt of the New Certificate, Certificate Number \_\_\_\_\_ dated \_\_\_\_\_

\_\_\_\_\_

Collected by: \_\_\_\_\_  
Name Of Recipient & ID No Signature & Date