

Date receive by office: _____

AUTHORIZATION FORM FOR COLLECTION OF CERTIFICATE

Terms & Conditions

- This form can only be used by trainee who wish to authorize a proxy to collect their certificate(s) on their behalf.
- For verification purpose, the proxy is required to produce the following documents at the point of collection in our office:
 - Completed authorization form for collection of certificate(s)
 - A photocopy of the trainee's NRIC (both sides)
 - A photocopy of the proxy's NRIC (both sides)
- The proxy is also required to settle any outstanding fees on behalf of the trainee.
- The Spa and Wellness Academy Pte. Ltd, including its staff members, shall not be held responsible for any loss or damages to the certificate(s) after the proxy has collected it/them.
- Certificate(s) **CANNOT** be replaced. No duplicate copy will be issued for any lost or damaged certificate.

Particular of Applicant (Trainee)

Name: _____ NRIC/FIN: _____

Course: _____ Tel/Handphone: _____

Address: _____

Particulars of Proxy (Authorized Person)

Name: _____ NRIC/FIN: _____

Tel/Handphone: _____

Address: _____

Applicant's Authorization

I, the undersigned applicant, hereby authorize the above person to collect my certificate(s) and on my behalf. I declare to have read and understood the terms and conditions stated above.

Signature of Applicant

Date